

The University of Oklahoma | Office of Education Abroad
Travel Approval Form for International Faculty-Led Programs

For faculty-led programs not hosted by an OU Study Center.

Deadline: October 1 for the following calendar year including Winter Session.

Attach: Please include:

- an overview of your program including any companies/providers used, locations, or any other details you have at this time.
- a draft itinerary and a short explanation of the academic impact of all extracurricular activities.
- a draft budget and sources of revenue, including the propose program fee.

Name of Study Abroad Program:

Note: the name of the study abroad program should match what will be listed on the program's online brochure (if applicable).

Is this the first time for this program? Select one: Yes No

College Sponsoring Program:

Location(s) of Program:

Indicate the city(s) and country(s) where programming is scheduled to take place.

Program Dates:

Start Date: _____ **End Date:** _____

Term: Winter Session Spring Break Spring Session Summer (June Block) Summer (July Block) Other (list above)

Name(s) of Faculty/Staff leader(s):

Please include names of all OU Faculty or Staff members who will accompany the students on this program in any official capacity.

Connection to Country or Research Interests

Please include any connection to the location or how this program or location connects to the faculty leader's research interests.

Impact Upon Return

Please explain how leading this program will contribute to the faculty leader's academic or scholarly interests and/or how it will impact their teaching in Norman.

Financial Details of Sponsoring Department

Department Name: _____ Name of Financial Representative: _____

Chartfield Spread: _____

Who pays the \$50 application fee? Student self-pays Charge to the departmental account

Is insurance/risk management included in the program fee? Yes No

If no, please initial for student self-pay or contact Education Abroad for other payment options _____

Course Information:

For each course being taught abroad as part of this study abroad program, please list the course code and section, course name and instructor of record for the program. For non-credit bearing experiences enter N/A.

Course code/section	Course Title	Instructor of Record (please print name)

Acknowledgement of Duties and Responsibilities of Faculty/Staff Leader(s)

By signing below, I acknowledge that I have carefully read, understand and agree to:

- Hold mandatory program-specific pre-departure orientation(s) and meeting(s) with students.
- Attend the mandatory study abroad leader training session within the year prior to taking students abroad.
- Serve as the official on-site representative of the University of Oklahoma during program dates, which includes 24/7 availability for emergency situations.
- Provide backup to on-site staff and the Office of Education Abroad, as appropriate, to deal with accidents, illnesses, or emergencies involving any participant in the program.
- Provide the Office of Education Abroad with contact information, including address and phone number, while abroad.
- Notify the Office of Education Abroad of any emergency that happens while abroad via telephone or email (24/7 emergency phone 405-630-5392 or helpabroad@ou.edu).
- Ensure that all students complete required portions of the study abroad registration before departing the U.S.
- Comply with the Emergency Response Protocol and General Guidelines for Emergencies Abroad for Faculty Leaders (http://www.ou.edu/cis/education_abroad/ou-faculty-staff/ou-travel-policies-and-forms).
- Attend post-program meeting(s) with the Office of Education Abroad to provide information concerning student incidents, field trips, excursions, classroom and student housing facilities and to make recommendations for future programs.

Please include an additional page for more than three program leaders.

Faculty/Staff Leader Name (print)	Signature	Date
Faculty/Staff Leader Name (print)	Signature	Date
Faculty/Staff Leader Name (print)	Signature	Date

Approval Signatures

College Study Abroad Liaison		
<i>College study abroad liaisons may be faculty or staff and work with Education Abroad to facilitate registration of students and program leaders.</i>		
Name (print)	Signature	Date
Chair of Department or Director of Unit		
Name (print)	Signature	Date
Dean of Sponsoring College		
<i>Please note that courses that do not conform to standard term start/end dates require permission from the Provost to ensure compliance with the Oklahoma State Regents for High Education policies governing instructional time per credit hour.</i>		
Name (print)	Signature	Date

Internal Education Abroad Office Use Only

Director of Education Abroad		
Name	Signature	Date
Shanna Vincent		
Associate Provost for Global Engagement		
Name	Signature	Date
Scott Fritzen		