

- i. Departments often use an existing special topics course that allows for title changes. Alternatively, the department may already have a general study abroad placeholder course to utilize.

Draft a syllabus for each study abroad course offering.

- a. The draft should adhere to the requirements needed for all FAU courses.
- b. If the program is offering the course at an undergraduate and graduate level, one draft syllabus may be prepared but it must indicate the differences between the undergraduate and graduate course requirements.
- c. Study abroad program dates do not need to perfectly align with the FAU's academic calendar. However, the dates should not overlap the first half and second half of the summer term unless necessary and unless the program is offering students the opportunity to earn at least 6 credits.
- d. All courses must meet the required contact hours per credit. Program experiences related to the course such as an activity, tour, or guest lecture may go towards contact hours.
- e. The syllabus and proposal should indicate if a course requires any in-person or online class participation before and/or after the in-country program dates.

Collaborate with the Education Abroad team to identify an approved program vendor/international partner university that best meets the needs of your program and university policies.

- a. Correspond with program vendor regarding program ideas, academic discipline, and needs. Important note: To align with best practices in the field of International Education as well as FAU policies, and procedures, Education Abroad requires faculty-led programs to utilize ___ full-service vendor to manage program logistics.
- b. Each program requires different services but consider the following program logistics one vendor should be able to manage:
 - i. Accommodations for student participants and faculty leaders
 - ii. Entrance to cultural or ag00 1ifBT()-3(act)(7vit)-2 12 6Tm6W*fq0.sitsii.

- vii. 24/hour in-country support in the event of an emergency. This is required if there is only one FAU faculty leader in-country for the program. It is recommended for all programs if budget permits.

Collect quotes for program expenses.

- a. Vendor quote – one of the quotes you collect should be from the approved vendor with the total cost and a list of what that cost includes.
- b. Quotes for personal expenses – collect all quotes related to your international travel expenses. In most cases, you should be able to find quotes online and collect screen shots.
 - i. Personal expenses to consider:
 1. Roundtrip international airfare
 2. U.S. airport transportation for parking (economy parking depending on length of program)
 3. International airport transportation to accommodation
 4. Roundtrip baggage fees
 5. Meal per diem – Since most faculty leaders will have a kitchen in the accommodations abroad, Education Abroad budgets based on FAU's domestic meal per diem rate. This allows programs to remain affordable for students and thus, allows us to recruit the number of students needed to run the program.
 6. Sim card or addition of a temporary international calling plan on existing cell phone. All faculty must have the ability to use their cell phone for intern