

Dear Faculty Member:

We are very happy that you are planning to develop a study abroad program in conjunction with one of the courses that you will be teaching. Students who are exposed to an experiential piece in their program are more likely to gain a better perspective and to absorb the information being presented to them. Study abroad offers just such an opportunity.

During Marywood’s Summer Orientation for incoming freshmen and transfer students, the study abroad select-a-sessions are some of the most well-attended programs offered. We take this to mean that both the new students and their parents are looking for meaningful opportunities for learning and understanding. Therefore, the interest that our faculty show in adding a study abroad feature to their course attests to the strong dedication and support that the Marywood student can expect from the fine professors they will encounter here.

The attached Faculty Led Application form must be completed in full before the Study Abroad Office can begin to announce, promote or otherwise accept applications to the program. Applications must include the signatures of the faculty member, department chair, school dean, study abroad director and Marywood’s Provost. The budget must be completed in full incorporating the fixed study abroad fee of $100 per student and the estimated cost of $15 per week insurance per traveler. An electronic EXCEL version of the budget with the formulas built in is available for your use through the study abroad director. All faculty and chaperones traveling on a trip must have a completed background check on file in the Provost’s office (good for 3 years). Finally, it is necessary that ALL leaders and chaperones complete and print out the Certificate of Completion for the United Educators’ Short Term International Programs course available through the link found on the last page of Application document.

I look forward to meeting and working with you on the development of your program.

Sincerely,  
  
Nancy Maloney  
Associate Director for International  
and Multicultural Initiatives  
570-961-4581  
[Maloney@marywood.edu](file:///\\FILESERVER\intlaff\1%20STUDY%20ABROAD\FACULTY%20LED%20PROGRAMS\FAC%20LED%20APP%20FORMS\Maloney@marywood.edu)



**Department Approval Application for Faculty-Led Study Abroad Program**

Name of Primary Faculty Leader (Print)

(Trips must be led by a full time faculty member. Exceptions to this requirement must be approved by the Vice President for Academic Affairs.)

Name of 2nd Marywood University Leader: (Print)

(Note: Each program must a have minimum of two individual leaders. Additional chaperones may be required based upon number of students enrolled in the program. All leaders and chaperones must be Marywood employees and are required to fill out the attached Background Request Form.)

Academic Department:

Course Name:

Course Number:

* **Cross listing sections of the same course is not permitted.** 
  + **i.e. Hist XXX 01 and Hist XXX 02**
  + **All students enrolled in the course must participate in experience abroad**
  + **Only students enrolled in the course may participate in the experience abroad**

Start Date and End of Course Meeting:

Start and End dates of Travel:

Classes will meet (times and days)

Destination Country(ies):

Minimum Number of Students: Maximum:

Estimated Cost for Each Student:

**\*\*Please be sure the attached Budget Worksheet is completed in full**

**\*\* Attach a brief description of the planned trip and the course syllabus**

**\*\* Attach a copy of each leader’s Certificate of Achievement from the United Educators online Short Term International Programs course. Please contact Human Resources should you need help.**



**Approval Application Continued**

**This program is approved by:**

**Faculty Leader: “I am aware that only students that register for the course as well as faculty and approved chaperones are allowed to accompany this faculty led trip.”**

**Faculty Member: Date:**

**Department Chair: Date:**

**School Dean: Date:**

**(If program is in conjunction with faculty from different college(s), Dean(s) of said college must also sign form below.**

**School Dean: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Dean: Date:**

**School Dean: Date:**

**International Affairs: Date:**

**V.P. Academic Affairs: Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Worksheet for Faculty Led Program** | | | |
| Destination/Program Name/Dates: | | | |
| Number of Students: |  |  |  |
| Number of Faculty: |  |  |  |
| **Student costs** | **Cost per person** | **Total cost** | **Price details and source** |
| Tour provider package of services include tipping |  |  |  |
|  |  |  |
| Housing - location 1 (double rooms) |  |  |  |
| Airfare |  |  |  |
| Local transportation (include tipping) to/from Marywood |  |  | $800-1400 |
| Transportation to/from host country airport(s) (included tipping) |  |  |  |
| In-country transportation |  |  |  |
|  |  |  |
| Excursions and cultural activities |  |  |  |
|  |  |  |
| Meals provided by program (= "group meals;" detail which are included) |  |  |  |
| Study Abroad Fee | **$100** |  | $100/student |
| Insurance |  |  | $15/person/week |
| **Per Student Costs** |  |  |  |
|  |  |  |  |
| **Faculty Costs** |  |  |  |
| Tour provider package of services |  |  |  |
|  |  |  |
| Housing - location 1 (single room) |  |  |  |
| Airfare |  |  |  |
| Transportation to/from host country airport(s) |  |  |  |
| In-country transportation |  |  |  |
|  |  |  |
| Excursions and cultural activities |  |  |  |
|  |  |  |
| Meals, Faculty Expenses |  |  | Limited to $60/day |
| Insurance |  |  | $15/week |
| **Total Faculty Costs (1)** |  |  |  |
|  |  |  |  |
| **Total Faculty Cost divided by # of Students** |  |  |  |
| **Per Student Costs** |  |  |  |
|  |  |  | **STUDENT CHARGE** |



United Educators has very good online resources available to all Marywood faculty and staff. Topics include workplace harassment (with a Title IX component), minors on campus, study abroad, and under the student section, sexual assault.

All faculty trip leaders and chaperones must complete the workplace study abroad training below. When completed the first time, you will be able to print out a "certificate of completion."  This must be printed out and sent with the faculty led application.

All courses are free; **users simply have to use their Marywood email address for access.**You may have to download a program to your computer (iLivid) in order to access the program.  It is safe to download the program.

1. Click on the link  [**EduRisk Online Learning Portal**](https://learn.ue.org/9M1NQ195041/MarywoodEmployees) **\*\*if this link does not work please enter:**  <https://learn.ue.org/9M1NQ195041/MarywoodEmployees>

**to your browser**

2. Complete the registration form.

a.     Enter your first and last name, and email address.  Click Register.

b.     You will receive a welcome email with your username and a temporary password.

c.      Follow the link in the email to sign on.

d.     You will be prompted to

·       enter your temporary password

·       create a new password

·       create and answer a security question

3.  Select **"Short-Term International Programs”** as the course you want to take.

4.      Use your username and password each time you log in, using the link provided in step 1.

5.   After completion, print a copy of the certificate and include it with your faculty led application.

Please note this is a new site that everyone will need to register on, even if you were registered on the former UE training site in the past.

Tips:

       Pop-up blocker must be disabled for [ue.blackboard.com](http://ue.blackboard.com)

       If you have issues with sign-in or accessing the courses, or if you do not receive your welcome email, visit [portalhelp.ue.org](http://portalhelp.ue.org) or click any Support Portal link on the site.