

Bethel University
Office of International and Off-Campus Programs

Statement of Intent

due signed by all required approvers **Oct 1, 2025** , for January 2027 programs

Please complete the following Statement of Intent if the course you intend to offer has already been approved, the location remains the same, and you have had previous experience leading it in the last 5 years. If this is an existing course with modifications (i.e. new location or new faculty leading for the first time), please complete the [New FLP Proposal](#).

GENERAL INFORMATION

Course Number, Title, and Number of Credits	
Course Instructor(s)	
E-mail(s)	
Sponsoring Department(s)	
Location(s) of the Course	
Course Dates	
Course Length* (number of days)	
List Statements of Participation for your Course	

****While there isn't a specific program length requirement, courses delivered off-campus must adhere to the same high standards of development, content, and delivery as courses taught on Bethel campus. For every credit awarded, a total of **45 contact hours** must be documented through a combination of in-class and out-of-class engagement that aligns with the learning outcomes. Bethel's "Credit Hour Policy" [here](#).**

Breakdown of Contact Hours:

Class Time: Include all hours spent in formal instruction, such as lectures, seminars, and discussions.

Assignment Investment: Factor in the typical time students need to complete assignments and projects that reinforce the course material.

Guided Experiences: Count hours spent in structured, guided activities that support learning objectives within the host country, such as site visits, cultural immersion programs, and workshops led by experts.

Note: General time, including travel, open touring, and meals without an organized agenda, should not be included in the contact hours calculated for credit.

Any new or modified programs, as well as programs proposing to shorten their duration, are required to provide an explanation of how they will meet the established credit hour requirements. We will document this information for Higher Learning Commission (HLC) compliance purposes.

ADDITIONAL FACULTY/STAFF/FAMILY/FRIENDS

List all approved* non-student participants who will be accompanying you in this course and provide rationale for their participation (if children, please include age and narrative explaining how their care will be coordinated):

Name	Rationale

All non-student participants **must receive prior approval in advance from the Associate Provost for Teaching & Learning and the Associate Dean of International and Off-Campus Programs. If approved, these individuals must bear all expenses such as airfare, lodging, meals, and any other incidental expenses.*

ADDITIONAL SUPPORTING STAFF

Depending on your program leadership structures, you might need to / choose to add supporting staff to your program's leadership team. Choose all that apply to your program **and provide details** (names and email addresses).

- ☐ Teaching Assistant*
- ☐ Program Assistant**
- ☐ Travel Companion

**Please note that only students registered to participate in your course for academic credit can be hired as FLP TAs.*

***Non Bethel Employees would need a W-9 submitted to the Business Office and will be required to undergo a background check.*

Supporting Signatures

Faculty-led Program Leadership must get supporting signatures from the following parties in the following order:

1. Departmental chair(s), if two different departments are involved, each department chair must sign
2. Dean of sending college/school
3. Associate Provost for Teaching & Learning
4. Associate Dean of International and Off-Campus Programs

REQUIRED HYPERLINKS

Before they are able to approve your proposal, approvers will need to have access to the following documents:

- FLP Budget Worksheet updated to reflect your upcoming FLP expenses (not a copy of your previous FLP budget) - [LINK HERE](#)
- FLP Budget Protocols document **with your signature** - [LINK HERE](#)
- Course syllabus with course itinerary (a template syllabus can be accessed [here](#)) - [LINK HERE](#)
- If working with a provider, [LINK HERE](#) the updated proposal for your course

FLP LEADERSHIP TEAM & NON-STUDENT PARTICIPANTS	NAME	CHAIR 1*	CHAIR 2*	DEAN (sending college/school)	ASSOCIATE PROVOST OF TEACHING & LEARNING	ASSOCIATE DEAN OF INTERNATIONAL AND OFF-CAMPUS PROGRAMS
		[@NAME]	[@NAME]	[@NAME]	Julie Finnern	Virginija Wilcox
Faculty Leader 1						
Faculty Leader 2						
Program Assistant						
Travel Companion						
Teaching Assistant						
Accompanying Non-student Participants (family, friends, etc.)						

All approvers: type your name & date in a designated column to grant your approval for each individual proposed to serve on the FLP leadership team/accompany leaders on this FLP.

***Department chairs, before typing your approval signatures in the table above, please check off the items below to confirm you reviewed the key course components as noted below:**

	DEPT CHAIR 1 [@NAME]	DEPT CHAIR 2 [@NAME]
I was given access and reviewed an updated program budget	<input type="checkbox"/>	<input type="checkbox"/>
We discussed course number/title and credits	<input type="checkbox"/>	<input type="checkbox"/>
We have discussed the course content, the roles of all faculty, staff, and anyone else accompanying the program	<input type="checkbox"/>	<input type="checkbox"/>
We discussed financial considerations (min and max number to make this program financially/logistically feasible)	<input type="checkbox"/>	<input type="checkbox"/>
Name of alternative leader (specify name and department):	<input type="checkbox"/>	<input type="checkbox"/>

Informational Content

Definition of Terms: *FLP Leadership Team*

- **Faculty-led Program (FLP):** Bethel approved, credit bearing, short term off-campus **academic** experience.
- **Faculty Leader:** Bethel professor qualified and approved to teach an off-campus course(s) and fully committed to assuming the responsibility of directing a faculty-led program (committing to **traveling with the group to an approved off-campus location(s)**, assuming academic course responsibilities, student support, travel logistics, budget oversight, compliance with [Bethel's FLP Budget Protocols](#), and other program-related responsibilities).
 - ◆ January FLPs are part of a faculty member's teaching load. Faculty leading credit bearing off-campus experiences receive 3.4 TEUs as they would for any on-campus 3 or 4 credit course.
 - ◆ Faculty leading summer FLPs get summer pay rate compensation.
**Students participating in summer FLPs pay summer tuition rates and a portion of that tuition is used to offset your salary.*
 - ◆ Program-related expenses for each faculty leader will be covered by the program budget (excluding additional personal expenses not covered by the program budget).
- **Program Assistant:** assumes travel logistic and student support responsibilities as requested by the faculty leader. Serves not on an "as needed basis" but carries full responsibility of co-leading the course (with a primary focus on travel logistics and student support).
 - ◆ Program-related expenses for Program Assistants will be covered by the program budget (excluding additional personal expenses not covered by the program budget).
 - ◆ Additionally, FLP Program Assistants will be offered an honorarium for their service in this role. Program Assistants will sign [A Letter of Understanding](#) and work closely with the faculty leader(s) to further define their responsibilities.
 - ◆ FLP Program Assistants are expected to bring an area of expertise to the program and do not necessarily need to meet academic credentials.
 - ◆ All FLP Program Assistant candidates will need to undergo background checks (at their own expense), meet Bethel's faith component, and will be hired with approval of need by the Office of International and Off-Campus Programs in conjunction with the Office of People and Culture.
- **FLP TA:** provides as needed support to FLP leadership (could include making copies of documents, collecting student tests, uploading content on websites, managing program-related social media sites, etc.).
 - ◆ Please note that only students registered to participate in your course for academic credit can be recruited as FLP TAs.
 - ◆ Please coordinate with the Associate Dean of International and Off-Campus Programs Office as well as the Office of People and Cultures to finalize the details of this role.
 - ◆ TAs are considered student workers and are paid through timesheets, not through the stipend form.
 - ◆ Faculty would have to request for the TA position to be set up.
 - ◆ FLP leaders would request and plan for a specific number of TAs per hours needed for their course (TA compensation will come out of the program budget).
- **Travel Companion: volunteers** to accompany the program and provide support as needed. Examples include taking students to the clinics, overseeing a group of students during program events when smaller groups are required, and interacting with students throughout the program.
 - ◆ Travel Companions will get all program-related expenses covered (excluding additional personal expenses not covered by the program budget).
 - ◆ Please note that "Travel Companions" not employed by Bethel will need to submit W9 to the Business Office before the start of the program.
 - ◆ Travel Companions will need to undergo background checks (at their own expense), meet Bethel's faith component, and will be hired with approval of need by the Office of International and Off-Campus Programs in conjunction with the Office of People and Culture.

Potential Scenarios for FLP Leadership Team

Option 1

Required	Optional
Two faculty leaders co-leading the course and equally sharing teaching and travel logistics, etc. - related responsibilities.	FLP TA Travel Companion

Option 2

Required	Optional
One faculty leader leads the course and assumes full teaching responsibility. Program Assistant assumes travel logistic and student support responsibilities as requested by the faculty leader. Serves not on an “as needed basis” but carries full responsibility of co-leading the course (with a primary focus on travel logistics and student support).	FLP TA Travel Companion

Program Budget

Please be sure to share a [hyperlink of your estimated program budget when you send this Proposal form for approval](#). Projected budget estimate is accepted at the time of submission of your Proposal; however, please note that you are expected to share a more accurate budget before the recruitment starts (early March). Final budgets are due mid September.

Resources

- Please use this [FLP Budget](#) template when working on your budget
- Please refer to this [FLP Development Timeline](#) document for important dates
- Please review and sign this [FLP Budget Protocols](#) document
- Please access faculty resources Google Site [page](#) for more resources
- The International and Off-Campus Programs Office has institutional membership to [FORUM](#). Log in to FORUM with your Bethel email (reach out to Associate Dean to be added to FORUM first) and take advantage of resources designed to empower you in your FLP development stages: standards of good practices, study abroad advising guidelines, webinars, case studies, and more.
- ◆ [Leading Short-Term Education Abroad Programs: Know the Standards](#)