**Proposal for Short-term Faculty Led Programs**

**Presented to the OSU Study Abroad Advisory Committee**

Proposals to create short-term faculty led study abroad programs are reviewed twice per year, in late May and early September. **Proposals must be received at least one year in advance of the anticipated program start date.**

Submit a **complete proposal and a syllabus for the proposed course** to Lillian Read (Lillian.Read@oregonstate.edu) of International Degree and Education Abroad.

Complete proposals will be discussed by the Study Abroad Advisory Committee (SAAC) during their next available meeting. The person submitting the proposal should be prepared to attend the SAAC meeting in support of their proposal. Meeting dates will be announced prior to the proposal deadline.

Approved programs will be reviewed by the SAAC after their first year of completion. Review will be based on student evaluations of the teaching and overall program. Additionally, fiscal reports will be reviewed. After the initial review, programs will be reviewed by the SAAC every two years.

Those who propose a course understand that this is the first of many steps toward planning and leading a successful faculty-led program.

*Please note: This proposal form will be revised in February 2013. Please check with Lillian Read to determine if you need a different form.*

**Course title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBMITTED BY**

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRIEF PROGRAMMATIC DETAILS**

**Program duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anticipated program start and end dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of credits to be awarded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Recommendation to IDEA: ⁭ Approve ⁭ Deny ⁭ Approve with conditions**

**Comments:**

**Date of committee recommendation:**

**Study Abroad Proposal Guidelines**

1. **Safety and Risk Management**
	1. Is there a current [US Department of State travel warning](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) for the country/countries where your program will be?
	2. Are there any specific safety concerns related to the host city/country (e.g. malaria or other prevalent diseases, rising crime, political unrest, etc.)
	3. What is the anticipated faculty to student ratio?
	4. Are there any special risk concerns for the program? (e.g. camping in the wilderness or special field trips).
	5. Please include location and address of nearest hospital(s)/doctors with English speaking doctors if in a non-English-speaking country.
	6. Please include the physical address and web address of the US Embassy in the proposed program location.
2. **General Background Information** (Please note that learning outcomes should be addressed in the accompanying syllabus)**:**
	1. Why should this course be taught abroad?
	2. Why did you select this location for your course?
	3. What is the demonstrated student demand for a program like this?
	4. What is the anticipated number of student participants per occurrence?
	5. Will this program occur annually/biennially?
3. **Programmatic Level Information**
	1. All potential participants must be vetted based on consistent criteria. What criteria will you use to select your students?
	2. What are the academic prerequisites for students to apply, including the minimum GPA?
	3. All students must submit an IDEA online study abroad application. Please indicate the additional application pieces that students will submit:
		* **⁭** Official Transcript
		* **⁭** Unofficial Transcript
		* **⁭** Letter/s of recommendation
		* **⁭** Short essays
		* **⁭** Interview with program/faculty coordinator
	4. IDEA coordinates pre-departure orientation sessions regarding course registration, financial aid/program payment, safety, risk and insurance. What additional pre-departure orientation sessions will you offer?
	5. What type of post-program meeting or debrief will be arranged?
4. **Housing**
	* 1. What housing options (home stays, dorms, apartments, etc.) will be available to students on the program?
		2. Are the housing options accessible for students with mobility issues?
5. **Value to OSU Academics Goals**
	1. How will the proposed program help students meet general education or major specific requirements?
	2. How does the proposed program demonstrate capacity for student interest outside of the department offering the course?
	3. How does this program expand the diversity of academic programs currently available to OSU students? ? *See* [*http://oregonstate.edu/international/studyabroad/programs/search*](http://oregonstate.edu/international/studyabroad/programs/search) *for a list of current program offerings by country.*
6. **Projected Costs**

Student budget – provide a detailed listing of cost to students including the following (see budget worksheet on following page.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Program Fee |   |   |   |   |
|   | Program Fee |  |  |  |  |
|   | Tuition\* |  |  |  |  |   |
|   | Fees\* |  |  |  |  |   |
|   | Housing\* |  |  |  |  |   |
|   | Confirmation Deposit |  |  |  |   |
|   | Application Fee |  |  |  | $50 |
|   |  |  |  |  |  |   |
|   | Transportation |  |  |  |   |
|   | International Airfare |  |  |  |   |
|   | Train, bus, or domestic travel to site |  |   |
|   |  |  |  |  |  |   |
|   | Travel Documents & Immunizations |   |
|   | [Passport](http://www.travel.state.gov/passport/fees/fees_5079.html)  |  |  |  |  | $135 |
|   | Visa, entry/exit tax, etc |  |  |   |
|   | Health insurance |  |  |  |   |
|   | Immunizations |  |  |  |   |
|   |  |  |  |  |  |   |
|   | Text & Materials |  |  |   |
|   | Books\* |  |  |  |  |   |
|   | Art or other course supplies\* |  |  |   |
|   |  |  |  |  |  |   |
|   | Housing & Meals |  |  |   |
|   | Housing costs (not included in program fee) |  |   |
|   | Housing deposit or permit |  |  |   |
|   | Meals (not included in program fee) |  |   |
|   | Housing and meals during breaks |  |   |
|   |  |  |  |  |  |   |
|   | Personal Expenses (communications, toiletries, laundry, etc) |   |
|   |
|   |  |  |  |  |  |   |
|   | Miscellaneous (Emergency cash, Social Activities\*\*, etc) |   |
|   |
|   |   |   |   |   |   |   |
|   | Total |   |   |   |   |  |

* Application fee ($50)
* Tuition
* Fees charged by host university (if applicable)
* Program Cost (housing, food, course materials)
* International Airfare (indicate if it will be included in program fee)
* International Health and Evacuation Insurance (Estimate $14.00/week)
* Passport ($135)
* Entry/Long Stay Visa (if applicable)
* Required Immunizations

Please include a reasonable estimate of what students can anticipate spending on expenses outside of the program parameters.

1. **An approval signature of the College Dean or Associate Dean is required before the proposal will be reviewed.**

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**⁭ College/Associate Dean Date**

1. **Information for IDEA (not reviewed by SAAC)**
	1. **Administration**
		1. Identify the OSU department(s) and designated faculty member/s **and** administrative support person(s) who will oversee this program:
		2. Funds may be transferred into your program account by IDEA and Summer Session. Please indicate the Index # associated with this program:
		3. What is the department administrative budget? (e.g. FTE for recruitment and advising, budget for marketing, orientation budget, site visits budget, etc.)
	2. **Student Recruitment**
		1. Once a program is approved, IDEA will add the program details to its website, assist in the production of a brochure/view card, feature the program at the annual Global Opportunities Fair, mention the program in classroom visits, information sessions and student appointments. What is your plan for recruiting students?
	3. **Course Number**
		1. What is the course number that will be used for this course? Note: IDEA can arrange a course number if needed.
	4. **Legal/Contractual Requirements**
		1. All programs intending to pay for services in the host country must pre-arrange a contract with the host country. Who is the administrative support person in your department/school who will draft this contract?