Faculty-Led Study Abroad Program Proposal for submission to the Global Education Approval Committee (GEAC)

Please include the following with your proposal:

- **Program questionnaire** and **Program leader acknowledgements**
- **Course syllabus for each course to be taught.** In addition to the standard VT required elements, syllabi should contain the information outlined below.
- **Tentative program itinerary** indicating locations and, to the extent known, course and co-curricular activities for each day in the program's date range.
- **Preliminary budget** with cost estimates that cover all program elements (including estimates of any out-of-pocket student expenses such as air travel, meals not provided, immunizations, etc.)
- **Department and College verification and approval**

Study abroad local fund numbers will be assigned following GEAC approval. Approved programs will receive a guidance packet including resources as to next steps and a required pre-departure checklist that must be finalized 30 days in advance of program start.

PROGRAM QUESTIONNAIRE

Program leadership and support personnel

Program location and dates: _____

Program title: _____

Program leader:
Name _____ Department/College _____

Email _____ Phone _____

Relative experience _____

_____

_____

_____

Program assistant:
Name _____ Department/College _____

Email _____ Phone _____

Relative experience _____

_____

_____

_____

[Provide this information for any other individuals who will be assisting the program leader on this program]

List any individuals who will provide in-country support and indicate what support they will provide.

College or department's fiscal officer:

Name _____ Email _____

Phone _____

What is the Organization Code of your college/department? (e.g. 035000)
_____

What was the Local Fund # used when this program was last executed? (If applicable) _____

Are you requesting a study abroad local fund # for this program?   Yes / No

Please answer the following questions for your program:

Programmatic purpose and content—
1. What is the core educational purpose of the program?
2. What student populations are served?
3. To what majors/degrees and minors is program content is applicable and what Pathways or Destination Areas requirements will it fulfill?
4. If there are similar VT programs available on campus or abroad, how is this program distinct and what is its added value?
5. How does/do the selected site(s) add relevance or value to the programmatic objectives and targeted skills identified in the syllabus?
6. Have you provided information on this program to the academic advisors in your department?
7. Outline the program's recruitment strategy to reach the students who could benefit from it, including efforts to attract diverse populations.

Student preparation and experience—
1. Outline how students will be prepared prior to departure.
2. What introduction and orientation to the new environment will students receive once on site?
3. Describe the students' engagement with the host culture as it aligns with the program's goals. What intentional activities will students be encouraged to engage in with the host culture?
4. If applicable, describe the co-curricular global skills that students are expected to develop (e.g., ungraded language skills, intercultural competencies) and how these will be evaluated.

Eligibility, application, and selection—
1. What are the eligibility requirements for this program and what is the rationale behind them?
2. Outline the application requirements of the program [e.g., statement of purpose, (un)official transcript, letter(s) of recommendation, resume or CV, portfolio, interview, special such as SCUBA cert., other]
3. Describe the selection process: indicate who will select participants and whether any applicant qualifications will be prioritized over others.
4. How will eligibility requirements, application process, and selection criteria be communicated to students?

Practical matters—
1. What are the plans for student lodging?
2. What are the student meal arrangements for the program? Are all meals included in the program fee? If not, are economical nutritious meal options available to students. (Estimated costs of meals not covered by the program fee should be shown on the tentative budget.)
3. What are the in-country transportation arrangements for the program?
4. Are there any health, safety, or security risks of concern in the program's location(s)? If so, what measures will be taken to eliminate or mitigate these risks?
5. Is a visa required for the program's leader(s) or participants? If visas are required, what is the timeframe for applying for and receiving them?
6. What is the minimum number of participants for the program to run, based on the budget and the projected tuition revenue/faculty compensation by the department?
7. If applicable, what is the maximum number of participants that the program can accommodate?

Program leader acknowledgements—Please initial all and sign below

— I acknowledge and accept that attendance at GEO Faculty Leader Training every two years is required per University Travel Policy 1070.
— I acknowledge and accept that student program applications must be administered through GEO's enrollment management software (TerraDotta) per University Travel Policy 1070.
— I understand that a minimum ratio of 1 responsible adult per 15 student participants is required on all VT programs per University Travel Policy 1070.
— I understand that for undergraduate applicants, the Undergraduate Honors and Student Conduct Records Release Waiver is a required application material. I will review the results of the records release before making program acceptance decisions.
— I acknowledge that a contract approved by VT Legal is required when using a service provider or vendor for program services.
— I agree to facilitate completion of the GEO survey at the close of the program.
— I agree to submit a final program report to the GEO.

_____   _____

Signature: Program Leader   **Date**

DEPARTMENT/COLLEGE VERIFICATION AND APPROVAL

As part of the College approval process, the GEAC requests that the department or college provide or verify the following*:

☐ The program eligibility requirements are consistent with the program objectives and activities.
☐ The level of academic rigor in the program courses is consistent with the College curriculum.
☐ The number of credits awarded for student effort and activity is consistent with College standards.
☐ The academic and experiential learning assessment mechanisms align with College standards.
☐ Requirements for post-program student work are clearly represented on the syllabus and assessment of these assignments aligns with College standards.
☐ Any global skills development objectives (e.g. language learning, intercultural competence skills) whose outcomes will factor in students' grades are clearly stated on the syllabus and assessment of these skills aligns with College standards.
☐ In order for this program to support faculty compensation by the department, a minimum of _____ participants must enroll.

*   Note that while this is verification that College standards are met, the GEAC looks to see alignment across the university and reserves the right to require adjustments.

_____   _____

Signature: Department head   **Date**

_____   _____

Signature: College representative   **Date**

PROGRAM SYLLABUS REQUIREMENTS

In addition to the standard required elements of a Virginia Tech syllabus, each faculty-led program syllabus should include the following:

- The number of contact hours and number of credits for the course, including any required pre-departure, on-site orientation, or post-return meetings
- A description of how the student workload and activities translate into the number of credits earned
- Specific learning objectives, including those for experiential learning components
- A statement of student behavior expectations, both personal and academic, including a clear, fair, and ethical policy regarding consequences of conduct violations
- Post-program requirements that support students in culminating learning and synthesizing their study abroad experience, and how these will be assessed
- The provision on site over the duration of the program of multiple and various opportunities to facilitate students' reflection on their experience of the host culture