FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL

All new study abroad and international activities, including noncredit-based programs in which faculty or staff from the University of Puget Sound take students outside of the United States, must be proposed and approved in advance by the International Education Committee of the University of Puget Sound.

APPLICATION GUIDELINES

1. Meet with the Director of International Programs to discuss study abroad options and the program proposal process.
2. Answer in writing all questions on the Faculty-Led Study Abroad Program Proposal.
3. Meet with the Title IX coordinator to learn about Faculty-Leader responsibilities and reporting requirements related to Title IX.
4. Meet with the director of CHWS to discuss how best to support students’ mental and physical health as a Faculty-Leader.
5. Submit the completed application packet. Be sure this includes:
   a. Answers to all questions in the Proposal form.
   b. Letter of support from your department chair endorsing the proposed program.
   c. Draft syllabus for the course to be taught.
   d. Proposed budget for the program.
   (See Proposal form for more details on b, c and d.)

In person: Howarth 215            By mail: Director of International Programs
By email: Roy Robinson            1500 N. Warner St. #1055
           at rrobinson@pugetsound.edu  Tacoma, WA 98416

If you have any questions or need additional information, please contact the Office of International Programs (OIP). Staff can be reached by phone at 253-879-2515 or by e-mail:
Carmen Eyssautier, Acting Assoc. Director and Study Abroad Coordinator (ceyssautier@pugetsound.edu)
Eowyn Greeno, Acting Director and International Student Advisor (egreeno@pugetsound.edu)
Roy Robinson, Director (rrobinson@pugetsound.edu)

PUGET SOUND OBJECTIVES FOR STUDY ABROAD EXPERIENCES

To foster intercultural competence, cross-cultural communication skills, and personal development

KNOWLEDGE: To develop a richer understanding of another culture and a broad competence that is applicable across a variety of intercultural contexts

COMMUNICATION: To develop skills and ability to engage in effective cross-cultural communication and understanding

SELF-AWARENESS AND REFLEXIVITY: To develop the ability to contextualize and understand alternative perspectives based on different cultural systems

To foster global citizenship and appreciation of international diversity and interdependencies

To develop a deeper understanding of global interconnectedness and diversity
To develop a stronger sense of social responsibility, social justice, and international power relationships
To foster civic engagement at home and abroad
Faculty-led Study Abroad Program Proposal

FACULTY LEADER

Name:
Title:
Department:
Email:
Tel:

Will this program require a second faculty leader or staff member? ☐ YES ☐ NO

If yes, please provide contact information:

Name:
Title:
Department:
Email:
Tel:

Alternate faculty member (if needed):
Name:
Title:
Department:
Email:
Tel:

PROGRAM INFORMATION

Program Name:
Proposed Program Location(s):
Term(s) in which program will be offered:
Proposed number of months/weeks/days:
Frequency of program:
Faculty-led Study Abroad Program Proposal

ADMINISTRATION

1. Please attach a letter of support from your Department Chair.

2. In what way(s) does the program draw on faculty expertise? Describe your experience in the proposed location(s)?

3. Are other faculty members willing to serve as subsequent program directors?

ACADEMIC COMPONENT

Proposed Course 1:
Department and number:
Units:
Instructor(s):
Prerequisites:

Proposed Course 2:
Department and number:
Units:
Instructor(s):
Prerequisites:

Please attach a course syllabus (or syllabi) that includes a general course description, the academic content of the course, the course objectives, the academic work required (readings, assignments, projects), the grading system and methods of assessment.

1. Compared to programs already offered at Puget Sound, does this program provide qualitatively different or unique experiences that address the university's objectives for international education? (See objectives on page 1 of this document.)

2. How does this course(s) enhance the university's existing curriculum? How does this program relate to campus learning? Does the program support a globalized and internationalized on-campus curriculum?

3. Which academic need(s) does the program fill? Does the program contribute to coursework in a particular major/minor/program/department? How does this program complement current departmental offerings?

4. Does the program draw on partnerships with international universities and non-profit organizations? In what ways?

5. Does the program integrate foreign language courses (either pre-departure or while abroad)?

6. Will students complete a research project, participate in a service learning experience or internship?

7. In what ways does the program provide strong site utilization through interdisciplinary or discipline-based fieldwork or experiential engagement? Provide some justification for offering course off campus.

8. How will the location allow students opportunities to engage with cultures that are significantly different from those they experience in the U.S.?

9. How do you envision your role outside of the classroom?

10. How will students be selected for the program?
ON-SITE LOGISTICS

1. Are you partnering with a local university, service provider, or an International Education Organization (such as CIEE or SIT) to provide any services?

☐ YES (please list their contact info below) ☐ NO

Host University/Organization:
Contact Name:
Title:
Address:
Email:
Phone:
Website:

1. What kinds of support are provided on-site by the organization listed above?
2. How do you anticipate managing student issues/crisis as they arise? Will you manage problems on your own or with the assistance of a program provider?
3. Please describe student accommodations and meal arrangements while abroad.
4. What will be the primary means of transportation? (for field trips, daily commuting, etc.)
5. Will students have access to computer labs, libraries and the internet?
6. Is the site accessible to students with disabilities? Are there any concerns related to accessibility of services for these students.
7. How is the on-site orientation organized? What does it include?
8. Is there other relevant on-site information?

STUDENT RECRUITMENT

1. Who is the target student population?
2. Why will the program (courses and location) appeal to the target population?
3. Are there enough students in the target population to meet the student recruitment needs?
4. Will this program attract students who are historically underrepresented in international education at Puget Sound?
5. How do you intend to promote the program?

SAFETY AND SECURITY
1. What are the potential safety and security risks and concerns?
2. How have safety and security on the program been vetted?
3. Have you met with the Title IX coordinator to learn about Faculty-Leader responsibilities and reporting requirements related to Title IX?
4. How will cases of sexual violence/harassment be handled on-site? What type of support services are available? (https://www.pugetsound.edu/sexual-misconduct-resource-center/)

HEALTH

1. What are possible health risks in the locations of travel?
2. What are the local health resources?
3. Have you met with the director of CHWS to discuss how best to support students’ mental and physical health as a Faculty-Leader.
4. How will cases of student mental health issues be handled?

ESTIMATED PROGRAM BUDGET

Please attach an estimated program budget. Contact the Director of International Programs for budget-related questions.

1. The estimated budget should include:
   - Airfare
   - Housing
   - Meals
   - Field trips/excursions
   - Local transportation
   - Visa/departure fees
   - Immunizations/needed medicine
   - Course materials
   - Other

OTHER

1. Is there any additional information you would like the committee to consider regarding your proposal?

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