

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. Commit to attending the required pre-departure faculty orientation before each iteration of the associated course.
4. Submit the completed application packet to the Office of International Programs by **Feb 1**. 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 below for additional details on these items)

To submit your proposal or if you have any questions or need additional information, please contact the Office of International Programs (OIP) in Howarth 215. Staff can be reached by phone at 253-879-2515 or by e-mail:

Roy Robinson, Director (rrobinson@pugetsound.edu)

Carmen Eyssautier, Study Abroad Coordinator (ceyssautier@pugetsound.edu)

CRITERIA FOR PROPOSAL EVALUATION

Priority will be given to programs that substantively incorporate the following policies and practices, which have proven to most effectively achieve the objectives as assessed through the International Education Committee (hereafter IEC) Program Evaluation Criteria ([Appendix 1](#)).

The rubric below is intended to assess program impact through the following thematic criteria:

1. **Integration into the Broader Curriculum**
2. **High Impact Program Design**
3. **Practices Associated with Intercultural Development**
4. **Institutional and Breadth Concerns**

New and existing international programs will be evaluated on the basis of Puget Sound's objectives for study abroad experiences:

Objective 1: 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.

Objective 2: 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 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:

PROGRAM DESCRIPTION

Please provide a thorough description of your proposed program that includes: an overview of integrated course(s); the program's intended learning outcomes; how time will be spent abroad and sites utilized; how the program will contribute to the University's objectives for international education (see page 1 above); what your role will be in the program; what academic and curricular needs the program fulfills; whether and how language learning will be part of the program; what international partnerships it will draw on; other local connections that will enhance program impact; and how the abroad portion of the program is required to achieve desired outcomes.

In providing this overview of the program, your essay should explicitly address the following four concerns, which will form the central basis for its evaluation (please see [Appendix 1](#) for additional detail and examples related to the IEC's evaluation rubric):

- 1. How well and in what ways the program is integrated into the broader Puget Sound curriculum.**
- 2. Specific pedagogical practices incorporated into your program that have been shown to increase intercultural competence.**
- 3. Ways in which the program structure is likely to yield a high-impact experience for students.**
- 4. How the program comports with institutional concerns and priorities.**

ADMINISTRATION

1. Please attach a letter of support from your department or program 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?
4. How will students be chosen for the program?

COURSE INTEGRATION

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.

ON-SITE LOGISTICS

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:

Please briefly address the following questions about on-site logistics to the best of your ability:

1. If yes, what kinds of support are provided on-site by the organization listed above?
2. Who will be responsible for managing student issues/crises as they arise?

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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. Will an on-site orientation be provided, and if so, what will 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, if any, are the potential safety and security risks and concerns associated with program participation?
2. How have safety and security on the program been vetted?
3. Please sign here to indicate you will attend the pre-departure faculty orientation before each abroad component of this course. Among other topics, this orientation will address the University's commitment to assuring equal treatment of all students under Title IX provisions. It will also provide concrete information and steps for faculty and students in the event of sexual violence or harassment during the abroad program.

I will attend the Pre-Departure Faculty Orientation before each study-abroad component of this course:

Signed: _____

HEALTH

1. What are possible health risks in the locations of travel?
2. What precautions will you take to address any health concerns, and what local health / mental health resources will be available to students?

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

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- Meals
- Field trips/excursions
- Local transportation
- Visa/departure fees
- Immunizations/needed medicine
- Course materials
- Other

OTHER

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

APPENDIX 1
International Education Committee
Program Evaluation Criteria

New and existing international programs¹ will be evaluated on the basis of Puget Sound's objectives for study abroad experiences:

Objective 1: 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.

Objective 2: 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.

Priority will be given to programs that substantively incorporate the following policies and practices, which have proven to most effectively achieve the objectives outlined above, as assessed through the rubric below.

The rubric below is intended to assess program impact through the following thematic criteria:

- 1. Integration into the Broader Curriculum**
- 2. High Impact Program Design**
- 3. Practices Associated with Intercultural Development**
- 4. Institutional and Breadth Concerns**

¹ The term "programs" in this document refers to specific tracks within multi-track programs as well as single-track programs.

International Education Committee Program Evaluation Rubric

As noted in the Program Evaluation Criteria document, priority will be given to programs that substantively incorporate the following policies and practices, which have proven to most effectively achieve Puget Sound’s objectives for study abroad experiences. The IEC should consider the four questions below, **scoring programs on a scale of 1-5** based on a *qualitative evaluation of program structure, content, and its relationship to institutional concerns and curricula (rather than simply adding the bulleted items fulfilled)*. These scores can then be used to compare and evaluate programs.

Individual programs are unlikely to score highly in every category, and some criteria are mutually exclusive from others, but preference should be given to programs with high scores (4-5) in two or more categories.

<p>How well is the program integrated into the broader Puget Sound curriculum?</p> <p>Examples of curricular integration:</p> <ul style="list-style-type: none"> ○ Substantive, synthetic links between campus learning and study abroad. ○ Globalizing and internationalizing the on-campus curriculum. ○ Abroad programs that draw on faculty expertise, including direct program design and leadership. <p>SCORE: _____</p>	<p>Is the program structured in a way likely to yield a high-impact experience?</p> <p>Examples of high-impact program design elements:</p> <ul style="list-style-type: none"> ○ Long-term (semester or year). ○ Perceived “less culturally similar” destinations. ○ Integration of foreign language courses (before or during). ○ Leveraging partnerships with international universities and non-profits. <p>SCORE: _____</p>
<p>Does the program incorporate practices that increase intercultural competence?</p> <p>Examples of practices associated with increased intercultural competence:</p> <ul style="list-style-type: none"> ○ Homestays or related practices that lead to students spending significant portions of their time abroad with locals. ○ Faculty mentoring beyond the classroom during program. ○ Completing a research experience. ○ Completion of a service learning experience or internship. ○ Strong site utilization through interdisciplinary or discipline-based fieldwork or experiential engagement. <p>SCORE: _____</p>	<p>Does the program comport with institutional concerns and priorities?</p> <p>Examples of relevant institutional concerns/priorities:</p> <ul style="list-style-type: none"> ○ Programs that provide qualitatively different or unique experiences, as compared with those already offered, and which address the University’s objectives for international education. ○ Programs that allow students in a particular major/field/department opportunities to study abroad that contribute to their field of study. ○ Programs that draw student populations that are historically underrepresented in international education. ○ Programs with reasonable costs. ○ Programs with clear and effective procedures to ensure student well-being and safety (including response to instances of sexual violence). <p>SCORE: _____</p>

FACULTY-LED STUDY ABROAD PROGRAM CREATION APPLICATION DEADLINE

February 1 – Every Year

- February 1 is the Faculty led Study Abroad Program Application Deadline for the following academic year and future academic years. For example, the deadline of February 1, 2022 would be for programs planning to run during the spring 2023, summer 2023 or the fall 2023.

FACULTY-LED STUDY ABROAD PROGRAM CREATION APPLICATION TIMELINE

24 months prior to program start date

- Faculty member discusses program idea with home department
- Faculty member and Director of the Office of International Programs (OIP) have preliminary discussion of logistics, concerns, needs

12-16 months prior to program start date

- Faculty-led Study Abroad Program Proposal submitted to OIP
- OIP conducts risk/security check
- Committee approvals
 - IEC review of international education component/program
 - Curriculum Committee approval if new course (via CC or ADO, depending on core status)
 - Travel safety and security committee convened by OIP (if needed)

After receiving program approval from the IEC

- Faculty member can begin marketing the program (*cannot begin admitting students until all previous steps have been completed*)
- OIP conveys information to Registrar and home department
- OIP contacts other offices to let them know the new program has been approved
- OIP and faculty member create final budget

6 months prior to program start date

- OIP sends billing information to SFS, Registrar, Finance
- OIP and faculty member create Financial Terms and Conditions (which include cancellation date), check final document with SFS