

Non-Hub Site Faculty-Led Short-Term Study Abroad Program Proposal

Abilene Christian University Center for International Education

Please note: Program proposals for each summer must be submitted to the Director of the Center for International Education at least 12 months prior to the anticipated start date of the program. Proposals will be review by a committee under the direction of the Provost. Faculty will be notified regarding whether or not their proposal has been approved within one month of its submission to the director. Please also be aware that a total of up to four (4) non-hub site program proposals (new or repeating) may be approved for each summer.

Sponsoring department and college _____

Faculty name and title _____ Extension _____ E-mail _____

PROGRAM DESCRIPTION

Program name _____

Program site(s) _____

Duration (in weeks) _____ Dates (approximate) _____

How many faculty members will accompany the group? _____

Number of credit hours per student: _____ Target student group size (min, max) _____

Course(s) to be offered (please note that academic departments will be responsible to pay for faculty-teaching stipends for all summer courses offered through ACU Study Abroad):

ENROLLMENT AND INSTRUCTION - All agreements and/or contracts with partner institutions or organizations must receive approval from the CIE prior to the submission of the completed program proposal.

Will ACU faculty teach? (Circle one): No Some courses All courses

Will students enroll in an institution on site? (Circle one): No Yes

Name of host institution (if other than ACU): _____

Check one:

- The institution is a regionally-accredited, degree-granting institution of higher education. Students will receive an official certificate or transcript from the host institution upon completion of courses.
- The institution is a local language school or other specialized, non-accredited institution.

Name of visiting faculty (non-ACU) _____

Terminal Degree & Field _____

PROGRAM APPROVAL

Faculty Program Leader _____ Date

Department Chair _____ Date

College Dean _____ Date

Director, Center for International Education _____ Date

Provost _____ Date

Completed form received (date):

Non-Hub Site Faculty-Led Short Term Program Plan

Briefly describe the proposed academic program, including course(s), excursions, and other curricular and co-curricular activities:

Describe the proposed student and faculty arrangements for room, board, and transportation:

All students must attend a pre-departure orientation that disseminates important information related to cost, safety, international travel, and all related program expectations. Name of faculty responsible for organizing and leading orientation sessions:

Describe any safety issues or other relevant risk management concerns that might be associated with the proposed program and/or site and a detailed plan to address these concerns (i.e., emergency plan):

In what ways will the course and program content be “internationalized,” utilizing resources found in the local culture?

How will the proposed program address challenging students to think missionally, critically and globally? Describe ways in which this will be assessed:

Note: Please attach a spreadsheet detailing all estimated program costs (i.e. course pay, faculty and dependent travel, per diem, excursions, airfare, etc.) as well as a syllabus for each proposed course.

**CHECKLIST TO ASSIST IN NON-HUB SITE FACULTY-LED SHORT-TERM
STUDY ABROAD PROGRAM DEVELOPMENT:**

PURPOSE & GOALS

The program's purposes, goals, and educational objectives are consistent with and support the Mission and Strategic Plan of ACU and the CIE.

A planning timeline has been established and will be followed.

The program adheres to the Forum on Education Abroad (of which ACU is an institutional member) *Standard's for Good Practice in Education Abroad*:

(<http://www.forumea.org/documents/ForumEA-StandardsGoodPractice2011-4thEdition.pdf>)

Faculty and program leaders have reviewed and are familiar with the Forum's *Standards of Good Practice for Short-Term Education Abroad Programs*:

(<http://www.forumea.org/documents/ForumEAStandardsShortTermProg.pdf>)

ACADEMIC QUALITY

The length of the program, course content, and variety of experiences are sufficient to achieve the program's stated objectives.

Courses are at least as academically rigorous as ACU courses in the United States.

Program excursions are planned in advance, serve as integral components of the courses, and are developed and led by faculty.

Student participant admission requirements are consistent with the program's purposes, goals, and educational objectives.

U.S. faculty are selected based on their professional qualifications in their fields, college-level teaching experiences and effectiveness, knowledge of and experience in the host culture, and commitment to the program's objectives.

Foreign faculty are selected based on their professional qualifications, college-level teaching experiences and effectiveness, and commitment to the program's objectives.

The academic facilities are conveniently located, sufficient to support the curriculum, and adequately equipped.

Students have access to educational resources and library materials to complete course assignments.

Timely notification of students when course(s) is/are cancelled or changed, or modified to a significant degree.

The following have been determined for each course:

- Course Title
- Course Prefix & Number
- Credit Hours
- Course Description
- Contact Hours
- Syllabus

QUALITY OF CULTURAL INTERACTION

The curriculum effectively uses the unique physical, human, and cultural resources of the host environment(s). Program resources, excursions, and activities provide enrichment offered by the host culture.

A pre-departure orientation is provided to program participants. A tentative outline of the orientation has been developed.

Orientation upon arrival in the host country and ongoing orientation through regular contact with the program director or resident director is provided to assist students in adjusting to living and learning in the new environment.

Academic experiences are designed to help students observe and understand the political, economic, cultural, and social institutions of the host country and to compare and contrast them with similar institutions in the United States.

Housing, local transportation, meals, social activities, and other activities are organized to foster student involvement in the everyday activities of the people of the host culture.

HEALTH, SAFETY AND LIABILITY

The program adheres to NAFSA: Association of International Educators *Responsible Study Abroad: Good Practices for Health and Safety*: (http://www.nafsa.org/uploadedFiles/responsible_study_abroad.pdf)

It is understood that participation in the program involves risks not found in study at the home campus of the university. These risks include: traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and other matters. Participants have made their own investigation concerning these risks and are willing to accept them.

An English-speaking physician and local medical clinic, dental clinic, optometrist, and hospital have been identified. Names, phone numbers, and addresses, as well as information on making payments to these medical providers, have been obtained and included in orientation or registration materials for students. In the case that no English-speaking physician or psychologist/psychiatrist can be found, appropriate interpreters have been identified (both male and female). Psychiatric services have been identified and are available if needed.

Faculty members are responsible for collecting medical information and details of any disability-based needs of their students so accommodations can be made if appropriate.

Students are covered by ACU Study Abroad travel insurance policy. Faculty members and accompanying family members are covered by a travel insurance policy that covers them at minimum for medical evacuation and repatriation of remains.

Facilities that are leased by the program and used for instruction, accommodations, meal service, faculty offices, and so forth are considered clean and in good repair according to reasonable and customary standards of the host country/culture. Upkeep of fire extinguishers, smoke detectors, and carbon monoxide equipment at the facilities is provided by the housing facilities.

The program has a plan for handling medical emergencies and other emergencies at the study site and while on excursions or field trips.

Recommendations of the U.S. State Department for travel to and within the country are monitored daily by the program director.

Information from the Centers for Disease Control (<http://www.cdc.gov/travel>) pursuant to inoculations for travel to the country and illnesses that may be experienced by visitors to the country will be provided to students. Application deadlines have been set to leave adequate time for students to obtain any necessary inoculations.

Arrangements with travel agencies or providers of transportation or other services to the group have been made in writing.

Faculty must research driver's license requirements in areas where he or she will be driving. Auto insurance requirements, including both personal and university liability, must be determined and compliance realized. Students and program participants are not allowed to drive for any program-sponsored activity during the study abroad program.

RIGHTS & RESPONSIBILITIES

The program has written statements of program regulations, limits of responsibility, local laws that differ significantly from those in the United States, and expectations of the program's faculty and administrators.

Students are required to sign a written student agreement, which clearly explains the responsibilities of both parties and includes the waiver of liability and covenant not to sue. Student Agreement and Waiver will be provided to students for signing at orientation once students have been given all information about risks that they will be taking, and a given clear reading and explanation of what it is they are signing.

Faculty are required to sign a written contract which clearly explains the responsibilities of both parties, including requirements for faculty participation, salary arrangements, and contingency plans for low student enrollment.

If the program permits the participation of minors, there is a written plan for addressing issues that may arise with this constituency.

Any and all contractual agreements for services related to ACU-sponsored international travel have been reviewed by the Office of Legal Services.

COSTS & BUDGETING

The program budget is balanced. Actual program costs are balanced by revenue from program fees. The standard \$250 ACU Study Abroad application fee will be due from each applicant.

The program budget incorporates a contingency fund for emergencies and unexpected expenses, or the program identifies another source of funds and the maximum amount permitted by that source for covering emergencies or unexpected expenses.

Items (such as, but not limited to: tuition, application fees, health and accident insurance, housing, meals, in-country transportation, international transportation, orientation expenses, and field trips) that are included in the program cost are specified. Estimates of other costs that students may incur, but not pay to the program sponsor, are estimated and specified. Any subsidies provided by a department, college, donor or other organization should be specifically noted.

Payment deadlines are specified.

The program has clearly articulated its policies and deadlines pursuant to cancellation of the program and how canceling the program will affect academic credit, student refunds, faculty salaries, and return transportation. The program has clearly articulated its policies and deadlines pursuant to student refunds, if a student cancels his/her participation.

SERVICES

If the program hires a resident director, s/he has previous experience in international education and proficiency in both languages.

The program provides a clear explanation of how housing arrangements for students and faculty will be made and under what circumstances, if any, housing arrangements may be changed.

The program provides a clear explanation of what arrangements are made for meals.

EVALUATION

When appropriate, the program will use the CIE standard evaluation methodology and separate course evaluations, and has developed a mechanism for obtaining as complete student compliance as possible. Evaluations will be used for assessment and making positive changes to future programs.

Faculty are requested to participate in a post-trip meeting with the director of the CIE to provide feedback and suggestions.

PUBLICITY/MARKETING

The faculty program director has a clear plan for recruiting students. Publicity includes the following information:

- Brief description of the sponsoring unit/institution
- Short, official statement concerning accreditation
- Short statement concerning any affiliations with a host country institution or study abroad organization
- Explanation of the program's purpose, goals, and educational objectives
- Description of housing facilities and meal arrangements
- Explanation of items included in the program fee
- Explanation of other probable costs for participants that will not be paid to the program sponsor
- Explanation of admissions requirements and deadlines
- Statement that application to the program does not guarantee admission
- Explanation of travel arrangements
- Contact information: names, addresses, telephone, fax, e-mail, and website

If faculty members have made a firm commitment to lead a program, they are named and their qualifications and specialty areas listed.

 ITINERARY

A program itinerary has been developed.