



International Programs

Preliminary Proposal for Program Development Faculty-led Study Abroad

Name of individual submitting proposal: _____

Title and Department: _____

Office Address: _____

Phone _____ Fax _____ E-mail Address _____

Name of DEO: _____

Topic and location of proposed program: _____

Our primary commitment is to provide high quality educational experiences for our students, whether on campus or abroad. Proposed programs cannot be approved unless they meet the same standards of excellence that would be expected of a course at the University of Iowa. Prioritizing health, safety, and security, academic content, cultural immersion, strong local partnerships, and financial integrity must be considered as essential components when developing a new study abroad program. In order to properly address each of these issues, faculty should begin planning their program at least one year in advance.

Please attach a draft syllabus for the course and briefly address each of the issues discussed below. Please note that Study Abroad will review all aspects of the final program proposal, vet general program logistics, and consider the viability of the program location/site(s) before final approval.

(1) Statement of Interest

Please describe your motivation to lead a study abroad program and your relevant international experience. Do you have prior experience leading groups of students abroad and/or facilitating cultural engagement of diverse groups of students?

(2) Program objectives

What are the academic and experiential objectives of the program?

How do these objectives support the objectives of your department's major, or another major on campus?

Outside of the activities described in the syllabus, are there other opportunities for cultural/language exposure?

How will the program be beneficial to the faculty director, the University of Iowa, and any partnering constituents abroad?

(3) Intended student learning outcomes

What are the intended student learning outcomes of the program?

How will these outcomes be measured?

(4) Comparison to existing programs

Please see <http://study-abroad.international.uiowa.edu/programs/searchform/index.php> for descriptions of programs currently available to UI students. How does your program overlap with existing program in terms of location or content?

5) Academic logistics

What specific major, minor, certificate, general education or elective requirements do you think this program might satisfy?

Who will provide instruction for the courses? Provide names, titles, and institutional affiliations.

(6) Program site

Where will the program be based and why was this site selected?

Is there already an institutional agreement or collaborative ties between UI and the proposed program site?

What sort of amenities (housing, transportation, dining, internet access, cell phones, etc) do you expect to be available at the site?

(7) Participants

While there is some variation, the typical faculty-led program requires a minimum of 12 students to sustain the program budget. What would be your ideal number of participants?

Do you think you can realistically recruit a sufficient number of participants to sustain the program from year to year?

How do you recruit students for this program?

(8) Sustainability

What will be the duration of the proposed program? Provide tentative dates.

How often do you expect to offer this program? (Every year, every other year, etc?)

9) Logistics and Support

UI Study Abroad strives to meet the Standards of Good Practice for Education Abroad developed by the Forum on Education Abroad in the implementation of our international programming. Our office seeks implementation partners who can commit to working toward meeting these standards, and will assist you in identifying appropriate logistical partners. Please review these standards: <http://www.forumea.org/resources/standards-of-good-practice>

Have you identified cooperating institutions or agencies you would like to have considered as possible implementation partners?

Please list the name of the organization(s), and their contact information:

Describe how each might contribute to implementing your proposed program:

(10) Health, Safety, and Security

Ensuring the health, safety, and security of every student throughout their study abroad experience is our highest priority. The recommendations about the host country provided by the [US Department of State's \(US DOS\) Country Reports](#), [Centers for Disease Control and Prevention \(CDC\) destination guides](#), and [OSAC Crime and Safety Reports](#) should be considered as an essential part of program development.

After reviewing these resources, what health and safety issues will need to be addressed for the implementation of your proposed program? If so how will these issues be addressed?

Is this program health-related? If so, please review the Forum on Education Abroad [Guidelines for Undergraduate Health-Related Programs Abroad](#). Will your program comply with these standards?

Please note that UI students participating in health-related programs abroad may be required to complete the following training course prior to departure: <http://www.healthcareers.umn.edu/courses-and-events/online-workshops/global-ambassadors-patient-safety> If your program is health-related, will it adhere to the recommendations of this training?

(11) Cost

Please provide estimates for the on-site costs you anticipate. Attach a tentative budget. Note that additional expenses will be factored in by IP Accounting before a budget can be approved and a program fee for students can be determined.

12) Program development

What program development activities do you plan to undertake?

Are you requesting a program development grant?

If so, indicate anticipated expenses:

<i>Airfare</i>	_____
<i>Ground transportation</i>	_____
<i>Lodging</i>	_____
<i>Meals</i>	_____
<i>Other</i>	_____
<i>Total</i>	_____

If you have access to matching funds, indicate source and amount:

*Please submit the completed proposal along with the attached DEO Approval form to your DEO with the request that completed materials be sent via email to Study Abroad, douglas-lee@uiowa.edu. **Proposals will not be considered without a DEO sign-off.***

If you feel it would strengthen your proposal, you may also submit a letter of support from a colleague who can attest to your teaching skills and interaction with students.

To be completed by the DEO

Name of individual submitting proposal: _____

Title and Department: _____

Office Address: _____

Phone _____ Fax _____ E-mail Address _____

Name of DEO: _____

Topic and location of proposed program: _____

Departmental Approval:

My signature below indicates that:

- I have discussed the proposed program with the faculty member submitting this proposal*
- The proposed program would be a valuable addition to the department's academic offerings*
- In my opinion the faculty member has the experience and skills required for this assignment*
- The department has considered health, safety and security issues and supports student travel to the proposed location(s)*
- The department has considered ethical issues for health-related programming*
- The department is fully supportive of the faculty member teaching the course*
- The department is fully supportive of the development of the program*

Comments:

Signature of DEO Date

Name (printed) Department

To the DEO:

*Please return this form along with the completed proposal to Study Abroad, 1111 UCC.
If you have questions, please contact Doug Lee, Assistant Provost, at 319-335-0353 or douglas-lee@uiowa.edu*