

Preliminary Proposal for Student Exchange Program

Name of individual submitting proposal: _____

Title and Department: _____

Office Address: _____

Phone _____ E-mail Address _____

Name of DEO/Collegiate Dean: _____

Name of exchange institution and location: _____

The University of Iowa is committed to providing high quality educational experiences for our students, whether on campus or abroad. Adequate health, safety, and security oversight, appropriate academic content, student interest, opportunities for cultural immersion, strong local partnerships, and financial integrity are important considerations for a successful exchange program. Exchange program proposals are reviewed by International Programs.

Before completing this form, please schedule a meeting with Doug Lee, International Programs Assistant Provost (douglas-lee@uiowa.edu), to discuss your intention to propose a new exchange program.

(1) Statement of Interest and objectives

Please describe your motivation to establish a student exchange program and your relevant international experience.

What are the academic and experiential objectives of the exchange program?

Which UI Colleges or academic departments support this exchange and why?

(2) Relationship with partner institution

Describe any existing linkages (MOU, collaborative faculty research, etc.) between UI and the partner institution and the duration of those linkages.

How would a student exchange contribute to the relationship between UI and the partner institution and what is each institution's interest in establishing such an exchange?

How would a student exchange benefit the students of each institution?

(3) Participants and sustainability

When is the intended start of the exchange program (first academic term in which students could be exchanged)?

Describe the students to be served by this exchange. For both outbound (UI) and inbound students, describe the following:

- *Level of study (undergraduate or graduate)*
- *Programs of study (specific majors, minors, certificates, professional programs, etc.)*
- *Foreign language proficiency*

Which other UI-sponsored study abroad programs may compete with the proposed exchange for UI student participants? Please see <http://study-abroad.international.uiowa.edu/programs/searchform/index.php> for descriptions of programs currently available to UI students. How would this exchange overlap with existing programs in terms of location or content?

What would motivate UI students to participate in the proposed exchange over other study abroad opportunities in similar locations or serving similar programs of study?

How would you promote this exchange program and recruit UI students to participate? Please list specific recruitment efforts.

Why is UI a desirable destination for the partner institution's students? How does the partner institution plan to recruit students?

Which other study abroad opportunities at the partner institution may complete with this exchange?

What is the target number of students to be exchanged each academic year or semester? Is there sufficient interest among students at both institutions to prevent large and persistent imbalances? Please keep in mind that in most cases, the exchange balance at any given time should not exceed +/- 3.0, where one academic year student is equivalent to 1.0.

(4) Academic logistics

Which terms (spring semester, fall semester, academic year, calendar year, and/or summer) will UI be able to send students to the partner institution? Which terms will UI accept students from the partner institution?

How does the academic calendar at the partner institution align with UI's academic calendar? Please describe any differences in the academic calendars that would prevent inbound or outbound students from participating in the exchange during certain academic terms. For example, if the fall term at the partner institution ends in February, UI students would not be able to study abroad during the fall and return to UI in time for the spring term.

Describe how UI students can research partner university courses prior to arrival on campus. How far in advance of the beginning of an academic term abroad would partner university course descriptions, syllabi, and schedules be available?

*List **at least 10 specific courses** at the partner institution that have been approved (or are under review) by UI academic departments to fulfill major, minor, certificate, general education, or professional program requirements. Include the following for each course:*

- *Course title at partner institution*
- *Language of instruction*
- *Typical degree level of instructor(s)*
- *Specific UI degree requirement to be fulfilled by the course (major, minor, certificate, general education, or professional program) and status of approval (granted or pending review)*
- *Contact information for UI academic department reviewing course approval*

How and when can UI students register for courses at the partner institution? Are there certain courses or fields of study that would not be open to UI students?

What differences in academic culture would UI students need to prepare for in order to succeed academically at the partner institution?

Will UI students' final course grades be included on an official transcript from the partner institution? How and when will the official transcript(s) be delivered to UI? Please include estimated dates by which UI could expect to receive official transcripts (e.g. August 30 for spring semester abroad)

(5) Program site

Describe the partner institution's campus(es) at which UI students would study. Where is the campus located in relation to nearby cities? How many students are studying there? If there are multiple campuses, can UI students take courses at more than one campus within the same academic term?

Describe public transportation available on campus and any public transportation connecting campus to nearby neighborhoods and cities.

Is on-campus housing guaranteed for UI students participating in this exchange? Please describe any options for on-campus or off-campus student housing, including single- or multiple-occupancy rooms and shared facilities (kitchens, lounge spaces, etc.).

Is high-speed WiFi available throughout student housing and academic buildings?

(6) Predeparture logistics and onsite 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>

Describe the eligibility requirements for this exchange for UI students and the partner institution's application process, including timing of acceptance decisions. If priority will be given to students specializing in certain programs of study, please outline those priorities.

Which type of visa would UI students who are US citizens need to secure in order to participate in this exchange? Does the visa application process differ for UI international students who wish to participate in the exchange and if so, how? What forms of documentation will the partner institution provide to support the visa application process? When and how will this documentation be provided?

Describe the onsite international student orientation process at the host institution, including timing, duration, and activities.

Which office(s) or department(s) at the host institution support international students and where are they located in relation to student housing or academic buildings? What form(s) does this support take (open advising, organized activities/excursions, etc.)?

Are tutoring services available at the partner institution? If so, which office(s) provide this service?

Describe organized efforts at the partner institution to facilitate cultural immersion outside the classroom (e.g. buddy programs, language exchange programs, volunteering in local communities, etc.).

(7) 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 partner 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. If you would like to consult with an international health and safety specialist while completing this portion of the proposal, please contact Autumn Tallman, Study Abroad Senior Associate Director (autumn-tallman@uiowa.edu).

After reviewing these resources, what health and safety issues would need to be addressed with UI students prior to their arrival at the partner institution? How are these issues addressed by staff at the partner institution upon UI students' arrival?

Does the partner institution's application process require UI students provide any health information (self-assessment and/or physician's form), or is this information collected after the acceptance?

How would the partner institution review and respond to requests for reasonable accommodations received from UI's Student Disability Services?

What mechanisms are in place at the partner institution to ensure students are attending class? If a student is not regularly attending class, which office would be responsible for reporting this concern to UI and how would that report be made?

Describe any on-campus medical services that will be available to UI students, including counseling or other mental health services? What are the hours of operation, what types of health professionals are available, and how are appointments made?

Describe medical clinics and hospitals located within close proximity to campus.

- *Which types of services (emergency, specialist, general practitioner) are available?*
- *How accessible are they via public transportation?*
- *What is the availability of English-speaking medical personnel?*

Are staff at the partner institution available to assist international students with making medical appointments and accompany them to appointments upon request? If so, which office(s) provides this service?

Can the partner institution provide a 24-hour phone number for a school official or department that can be contacted by UI in the event of an emergency? If so, which office(s) provides this service?

*Please submit the completed proposal along with the attached DEO Approval form to your DEO with the request that completed materials be sent to Study Abroad, 1111 UCC. **Proposals will not be considered without a DEO sign-off.***

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 student exchange program with the faculty member submitting this proposal*
- The proposed program would be a valuable addition to the department's academic offerings*
- The department has considered health, safety and security issues and supports student travel to the proposed location(s)*
- The department is fully supportive of the development of the exchange 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