

## CoEHD EDUCATION ABROAD PROPOSAL FORM

### MISSION:

The CoEHD Education Abroad programs will adhere to the guiding principles found in the most current edition of the [\*Standards of Good Practice for Education Abroad\*](#), The Forum on Education Abroad. [ISBN: 978-1-952376-00-9]

Specific guiding principles referred to within this document are designated by bolded number as appropriate.

### EVALUATION:

- Responsible parties shall evaluate the ways in which education abroad programming is or is not achieving its mission, goals, objectives, and outcomes. (**Guiding Principle 4.1.4**)
- Responsible parties shall assess the outcomes and use these findings for continuous improvement. (**Guiding Principle 4.1.5**)

Each education abroad program sponsor will reflect on the program and their experiences using the form provided in QuickBase. The completed reflection will be reviewed by the Assistant Dean for Academics along with the sponsor(s) in a follow-up meeting.

### PROCESS:

CoEHD full-time faculty will request an education abroad program through a proposal process:

1. Faculty will complete proposal form in QuickBase, including signature from Department Chair or supervisor.
2. Assistant Dean for Academics will review the proposal. A meeting with the sponsor(s) may be requested for clarification and/or suggested revisions.
3. Once endorsed, the Dean will review the proposal for final approval.
4. Upon approval, official notification will be sent to the sponsor(s).
5. The sponsor(s) will then complete all required documents listed in the CoEHD's Education Abroad Procedure.
6. Once the program abroad has completed, the sponsor(s) will fill in the reflection form via QuickBase and schedule a meeting with the Assistant Dean for Academics to discuss the experiences.

### TIMELINE:

- **Fall Education Abroad Programs**
  - **Early Fall:** Discuss with Assistant Dean for Academics plans/ideas to lead a program for the following Fall
  - **December 1<sup>st</sup>:** Proposals for the following Fall due in QuickBase (with supervisor's signature)
  - **January 15<sup>th</sup>:** Official notice of approval/denial for Fall proposals will be sent to the sponsor(s)
  - **February 1<sup>st</sup>:** Sponsor(s) should begin advertising and marketing for their approved Fall program
  - **Summer** prior to education abroad program: Sponsor(s) should prepare orientations for participants
  - **January** following Fall education abroad program: Sponsor(s) complete reflection in QuickBase and schedule follow-up meeting with Assistant Dean for Academics

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- **Spring Education Abroad Programs**
  - **Early Spring:** Discuss with Assistant Dean for Academics plans/ideas to lead a program for the following Spring semester
  - **May 1<sup>st</sup>:** Proposals for the following Spring semester due in QuickBase (with supervisor's signature)
  - **June 1<sup>st</sup>:** Official notice of approval/denial for Spring proposals will be sent to the sponsor(s)
  - **August 1<sup>st</sup>:** Sponsor(s) should begin advertising and marketing for their approved Spring program
  - **Fall** prior to education abroad program: Sponsor(s) should prepare orientations for participants
  - **June** following Spring education abroad program: Sponsor(s) complete reflection in QuickBase and schedule follow-up meeting with Assistant Dean for Academics
- **Summer Education Abroad Programs**
  - **Late Spring:** Discuss with Assistant Dean for Academics plans/ideas to lead a program for the following year's Summer sessions
  - **September 1<sup>st</sup>:** Proposals for the following Summer semesters due in QuickBase (with supervisor's signature)
  - **October 1<sup>st</sup>:** Official notice of approval/denial for Summer proposals will be sent to the sponsor(s)
  - **November 1<sup>st</sup>:** Sponsor(s) should begin advertising and marketing for their approved Summer program
  - **Spring** prior to education abroad program: Sponsor(s) should prepare orientations for participants
  - **September** following Summer education abroad program: Sponsor(s) complete reflection in QuickBase and schedule follow-up meeting with Assistant Dean for Academics

All required forms for travel (step 5 under Process) are due to Assistant Dean for Academics a minimum of 6 weeks prior to first day of travel.

### **ETHICS:**

The CoEHD Education Abroad Programs and responsible parties shall collaborate and operate in accordance with ethical principles outlined in **Guiding Principle 4.3**.

### **EQUITY, DIVERSITY, & INCLUSION:**

CoEHD shall prioritize education abroad programs that demonstrate equity, diversity, and inclusion. (**Guiding Principle 4.4**)

### **STUDENT LEARNING & DEVELOPMENT:**

- **BEFORE** program responsible parties shall prepare all students to be successful abroad throughout the program design, outreach, advising, application, and pre-departure processes. (**Guiding Principle 6.1**)
- **DURING** program, responsible parties shall support learning and development to achieve portfolio and/or program learning goals. (**Guiding Principle 6.2**)
- **AFTER** program, responsible parties shall support post-program integration and application of academic, professional, and personal learning. (**Guiding Principle 6.3**)

Please contact Dr. Lorrie Webb ([lorrie.webb@tamusa.edu](mailto:lorrie.webb@tamusa.edu)) with questions.

**Section I: Contact Information**

Date of Proposal Submission:

Name of Sponsor (lead):

Have you led an education abroad program in the past? Yes No

If so, what lessons learned from that experience will shape this program?

Name of Sponsor:

Have you led an education abroad program in the past? Yes No

If so, what lessons learned from that experience will shape this program?

Name of Sponsor:

Have you led an education abroad program in the past? Yes No

If so, what lessons learned from that experience will shape this program?

Department:

Program:

**Section II: General Information**

1. Title of Education Abroad Program:
  
2. Program dates:
  - a. Estimated Departure date:
  
  - b. Estimated Return date:
  
3. Country(ies) of Visit
  - a. Estimated Itinerary of dates, events, and places:
  
4. Estimate of total cost
  - a. per student:

- b. per faculty:
5. Do you plan to work with a 3<sup>rd</sup>-party provider for logistical arrangements?
- Yes                  No
- If yes, who?
6. How will faculty traveling with the students fund their travel?
7. How will payment for travel be collected from each traveler?
8. Estimated # of student participants:
9. Eligibility of participants (enrolled in specific course(s), enrolled at A&M-SA, family members/dependents/acquaintances of students?):
10. What are the housing arrangements?
11. What are the classroom arrangements?
12. Who will address logistical, personal, medical, and emergency needs on site?

**Section III: Course(s) Information**

1. Course #(s):
2. Course Title:
3. SCH:
4. Faculty Teaching:

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5. Describe in detail which course objective(s) align with the education abroad program:
  
6. Describe the academic requirements required for time through the program and how they will be assessed:
  
7. Will a separate section of each course be scheduled for education abroad program attendees only or will modifications for travelers be embedded within all sections?
  
8. Are there prerequisites for participation?  
Yes                      No  
  
If yes, what are they?

### Section IV: Education Abroad Standards

1. Mission & Goals (**Guiding Principle 4.1**)
  - a. What is the rationale for this education abroad program?
  
2. Ethics (**Guiding Principle 4.3**)
  - a. How will you prepare students for ethical decision-making and practices?
  
  - b. How will you actively promote respect for the cultures and values of the communities in which you travel?
  
  - c. How will you sensitize students to the impact of their presence on the communities and environments they visit?
  
  - d. What steps will you take to limit or mitigate negative impacts of this program on the communities and environments visited?
  
3. Equity, Diversity, & Inclusion (**Guiding Principle 4.4**)

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- a. What types of outreach efforts will you use to encourage historically underrepresented and underserved students to participate in this program?
  - b. How will orientations and experiences during travel include discussions of equity, diversity, and inclusion/exclusion?
4. Student Learning & Development (**Guiding Principle 6.1-6.3**)
- a. How will you communicate the value of this education abroad program for students' personal, academic, and career goals?
  - b. What are the pre-departure discussions and activities that will prepare the students?
  - c. How will you ensure the travelers safety and welfare are taken into account?
  - d. How will your itinerary stops support the learning objectives of the course?
  - e. What opportunities during travel will support diversity, equity, and inclusion?
  - f. What opportunities during travel will include cultural immersion?
  - g. How will you measure student learning and the course objectives based on the travel experience?
  - h. What opportunities will you provide students to reflect on this education abroad program and to share with others?

### **Section V: Resources**

Upload the following documents at least 6 weeks in advance of the departure date.

1. Finalized Itinerary
2. Finalized Budget

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3. Faculty Assurance & Participation Guidelines (?) – revised for CoEHD (?)
4. Faculty-Led Program Services Contract (?)
5. Faculty Waiver, Release, & Indemnification Agreement (?)
6. Leave & Travel Request for Sponsor(s) – Concur
7. Passenger List
8. Cleary Act Student Travel Form (?)
9. Emergency Information for each traveler (contacts, health issues, medications, etc.) – create a template for CoEHD
10. Proof of Insurance – system insurance required or alternate accepted?
11. Copy of passports

### Section VI: Approvals

This proposal must be signed by all sponsors' supervisors before submitting to the Office of the Assistant Dean for Academics in the CoEHD.

Primary Contact:

Supervisor:

CoEHD Assistant Dean for Academics:

CoEHD Dean:

### Section VII: Reflection

#### 1. **BEFORE** Travel

- a. Describe the most positive outcomes from your work prior to travel.
- b. Describe any challenges that occurred prior to travel.
- c. What will you do differently next time?

#### 2. **DURING** Travel

- a. Describe the most positive outcomes from your work during travel.

- b. Describe any challenges that occurred prior to travel.
  - c. What will you do differently next time?
3. **AFTER** Travel
- a. Describe the most positive outcomes from your work during travel.
  - b. Describe any challenges that occurred during travel.
  - c. What will you do differently next time?
4. **GENERAL**
- a. What did you like best about this education abroad program?
  - b. What did you like least about this education abroad program?
  - c. Would you consider leading another education abroad program? Why or why not?