

## **GUIDELINES FOR FACULTY LEAD STUDY ABROAD PROGRAM PROPOSALS**

### **A. Introduction**

To meet the goals of the internationalization of the Texas Wesleyan University curriculum, faculty members are encouraged to develop study abroad programs to enable our students to learn in an environment different from their own and experience the cultures of other countries first hand. In an effort to assist faculty in developing programs abroad and to ensure having program offerings that are commensurate with Wesleyan's internationalization goals, the following guidelines for study abroad program proposals have been developed.

The procedure for proposing programs is as follows:

1. Prepare proposal according to the guidelines below;
2. Obtain endorsement of your department chair and dean of your school;
3. Submit new course proposals to the Academic Affairs Committee for review and approval.;
4. Submit endorsed study abroad program proposal to the Provost for review and approval. The Provost will request review and approval of the program budget and financial arrangements from the Vice President for Administration and Finance.

Proposals should be submitted in a timely manner to allow sufficient time for formal approval of the program, making program arrangements, and recruiting students. It is recommended that proposals be submitted to the Provost Office no later than three months prior to needing to begin recruitment for the program. For a summer program, proposals should normally be approved no later than early fall semester.

For programs that are offered on a continuing basis, renewal requests must be submitted annually. Renewal requests should include an executive summary, a new budget, and information about any changes. Information should be included on how the director(s) will address any concerns raised in the student evaluations and/or problems identified during the program. Renewal requests require endorsement and approval as indicated above.

Faculty members are encouraged to work with the Coordinator of International Programs in developing programs.

### **B. Proposal Guidelines**

In developing a program proposal, please consider and submit information on the following, in the same order as below:

- 1. Nature and purpose of the program, including information on how the program supports the goals of the School**
- 2. Detailed description of the academic component, as follows:**
  - a) course title(s) and number(s) (undergraduate/graduate), credit hours, and course description, using course titles and numbers as they currently exist at Texas Wesleyan University and/or create courses as necessary.
  - b) For programs where instruction is provided by Texas Wesleyan faculty, a detailed course syllabus to include objectives, requirements, course content, grading procedures (tests, papers, or combination thereof), a daily class and activity schedule if possible, and program-related excursions. Proposals for new courses should follow the institutional format for new course proposals. For programs where instruction is provided by an affiliated institution abroad, as much of this information as is available should be provided.
  - c) Approximate/proposed program dates, location and duration of each segment.
  - d) Academic eligibility and course prerequisites.
  - e) Affiliated institution(s) abroad and names and/or qualifications of instructors, if applicable.

### **3. Non-academic matters:**

- a) Proposed travel arrangements (air and ground; to and from program site(s) and local)
- b) Housing arrangements, including meals
- c) Security arrangements and emergency procedures
- d) Visa requirements
- e) Health and repatriation insurance requirements (insurance may be obtained through Texas Wesleyan University: please contact the Coordinator of International Programs for details)

### **4. Recruitment plans**

- a) A description of the projected student constituency
- b) An outline of the recruitment plans
- c) Copies or description of promotional materials. Promotional materials should be developed in consultation with the Office of Communications.

### **5. Projected Budget** (use attached "Projected Budget" sheet)

- a) Projected number of students and faculty
- b) Itemized list of anticipated expenditures
- c) Projected cost to each student
- d) Amount and source of faculty compensation
- e) Total Budget
- f) Breakdown on sources of funds (i.e. how much from student participants, department/school, etc.)

### **6. Other**

- a) Plans for pre-departure and in-country orientation programs
- b) Copies of handouts or description of information to be provided to participants designed to maximize their experience in the host country(ies) such as cultural and other information about the country(ies) visited
- c) Explanation of how the program is to be evaluated (both the academic and non-academic components). The Office of International Programs has a standard evaluation form for study abroad programs.

### **C. Pre-Planning Trip--Site Visit**

A site visit by the program director should usually be done prior to taking students abroad. The site visit will not only allow you to gather information needed to develop the program but will also allow you to become familiar with the program site(s) prior to arriving there with the participants. While it may not seem absolutely essential to visit a program site prior to the actual program if another program director or host is on site at the location abroad, you are still advised and strongly encouraged to visit all program site(s) ahead of time to ensure that they meet your expectations; to enable you to orient the participants thoroughly prior to the program; and to enable you to provide thorough information to potential participants during recruitment. *(Continued on next page.)*

The following types of information should be gathered during the site visit abroad:

#### Travel and arrival arrangements

- transfers upon arrival
- available local transportation and costs
- a meeting place for an arrival orientation

#### Program site(s), including campus or other teaching location(s), city, and general area

- services available at the teaching site(s) to the participants
- tourist information and local attractions, including maps
- location of post offices and postage
- using the telephones and phoning home, e-mail availability
- currency exchange and banking arrangements
- location of train/bus station and travel arrangements for independent travel by participants

#### Accommodations

- living arrangements for students and program director
- meal arrangements for students and program director
- location of grocery stores and other shops
- location of laundry facilities

#### Academic program

- Adequacy, location and use of classrooms
- Availability of equipment
- Excursion sites, travel arrangements for excursions, and costs
- Guest lecturers and related arrangements

Funding for site visits may be applied for through your department, dean, Bass funds, or other funds.

### **D. Health, Safety and Legal Issues**

Arrangements regarding health, safety and legal issues should also be considered when developing a study abroad program. Some of these issues may be of more immediacy to certain programs than to others, but all program directors should consider and address the following:

#### Health and medical issues

- health and repatriation insurance coverage of participants (Texas Wesleyan University requires that students are covered by health and accident insurance during their stay abroad. Students may purchase coverage through the Office of International Programs)
- medical care facilities on site
- country or site-specific health concerns
- policies on academic credit should a student be unable to complete program due to health problems

#### Legal issues

- visa requirements of countries abroad
- ICE/SEVIS implications for non-U.S. participants who wish to return to the U.S. (while this is each individual participant's responsibility, the director should be aware of applicants who are non-resident aliens and advise them to look into how participation may affect their status in the U.S.)
- use of property/facilities abroad
- conflict between U.S. law and local customs

#### Unforeseen situations and events

- strikes, labor unrest
- political unrest
- "acts of God"

Contingency plans and policies on academic credit and program fee refund must be developed in case the program needs to be changed, interrupted, or cancelled.

**Budget Work Sheet**

**Study Abroad Program Title:** \_\_\_\_\_ **Exact Dates & Session** \_\_\_\_\_

Budgeted on \_\_\_\_\_ students and \_\_\_\_\_ program director(s). Students register for \_\_\_\_\_ credit hours.

**Program (Fixed) Expenses:**

- (1) Program Director's Salary \_\_\_\_\_  
and Fringe Benefits (27% of salary) \_\_\_\_\_ Total \_\_\_\_\_
- (2) Program Director's living expenses (room, board, misc.) \_\_\_\_\_
- (3) Program Director's transportation (air, ground) \_\_\_\_\_
- (4) Program Director's Excursion Expenses \_\_\_\_\_
- (5) Classroom rental \_\_\_\_\_
- (6) Fees for Guest Lecturers \_\_\_\_\_
- (7) Stipend to Local Assistant \_\_\_\_\_
- (8) Group excursion expenses (unless indicated per student in item 15, below) \_\_\_\_\_
- (9) Incidentals (recruiting, copying, etc.) \_\_\_\_\_
- (10) Other \_\_\_\_\_
- (11) Total Program Expenses (total of items 1 through 10) \_\_\_\_\_

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**Individual Student Expenses:**

Tuition and Instructional Costs

- (12) Texas Wesleyan Tuition (use current year) \_\_\_\_\_
- (13) Tuition at Foreign Institution \_\_\_\_\_
- (14) Program Expenses (Total Program Expenses (item 11)  
divided by number of budgeted participants) \_\_\_\_\_
- (15) Required excursions (individual cost if in addition to item 8  
above—e.g. individual train or bus tickets) \_\_\_\_\_
- (16) Other \_\_\_\_\_
- (17) Total Instructional Expense (items 11 through 14) \_\_\_\_\_
- (18) Wesleyan Tuition (item 12) applied towards  
total instructional expenses—use 75% of tuition only \_\_\_\_\_
- (19) Excess Instructional Expense (item 17 minus item 18) \_\_\_\_\_

Personal Expenses

- (20) Student's Travel (Air \_\_\_\_\_ Ground \_\_\_\_\_) \_\_\_\_\_
- (21) Room and Board \_\_\_\_\_
- (22) Insurance—indicate only if purchased for all students with no exceptions \_\_\_\_\_
- (23) Total personal expenses (items 20 through 22) \_\_\_\_\_
- (24) Total Per Student Cost (items 12, 19, and 23) \_\_\_\_\_
- (25) Students will be charged tuition and fees plus a program fee of (items 19 and 23 only) \_\_\_\_\_\*

\*Non-credit participants will pay the equivalent of item 24

## **IMPORTANT NOTICE TO PROGRAM DIRECTORS**

### **Advertised Price should be indicated as follows:**

For students receiving academic credit for participation:

- Wesleyan tuition and fees for 'x' hours plus a program fee of '\$x'

For participants not enrolling for credit:

- Program fee of '\$x'

### **Please note:**

- Note: Foreign currency fluctuations should be taken into account. It is recommended that each budget item to be paid in foreign currency include the addition of a 5 - 15% margin.
- The program budget and per student charge are approved by the Provost Office and by the Business Office. Program directors must check with the Provost Office for the approved per student charge.
- Once the number of program participants is finalized, the program director must check with the Provost Office for the total budget available for the program. This budget will include the fixed costs and per student costs.
- The charge to students will be tuition and regular university fees for the number of credit hours for the program plus the program fee. Tuition and regular fees charged will be those of the semester in which the program is offered—independent of the tuition used to develop the budget.
- If tuition and fees for the program term are unknown at the time of advertisement, it is very important that the students are informed of the possibility of a tuition and fee increase.
- Any advertisement including the charge for participation in the program must be approved by the Provost Office.