

STUDY ABROAD PROGRAM PROPOSAL

- Select One: Faculty-led
 On-Site Faculty Liaison
 Conference/Event

Program/Course Working Title _____

Proposed Travel Term _____

Submission Date _____/_____/_____

SIGNATURES

Faculty leader(s) shall obtain the signature of their Dept. Chair(s) and College Dean(s) prior to submission to OGI and Risk Management. By signing below, the signatory has reviewed the packet and fully supports the submission of the proposal. **For Interdisciplinary Programs:** Please identify a lead college/department for the responsibilities defined below. Signed copies of this agreement will be distributed to the following offices: Provost, College, Department, Business and Finance Office, Student Financial Services, Financial Aid, Contracts Office, Student Risk Management.

Primary Faculty Leader Name Signature Date

Co- Faculty Leader Name Signature Date

Department Chair Name Signature Date

College Dean Signature Date

OGI Executive Director Signature Date

AVP of Business and Auxiliary Services Signature Date

Provost Signature Date

PROPOSAL CHECKLIST

Faculty Leaders should submit the following documents to OGI in their entirety:

- Study Abroad Program Proposal Packet signed by Department Chairs and College Deans of faculty leaders
- Syllabus for each proposed course (to include all syllabi for any cross-listed courses), if applicable
- Program provider information if working with a third-party provider/agency (proposal, itinerary, budget)
- Third party/program provider contracts and cost estimates/bids (draft form prior to signature)
- Budget worksheet with any cost estimates/bids if available (include any support documents)

RESPONSIBILITIES AND DEFINITIONS

OGI will be responsible for the following activities:

- Initiate proposal processing with all parties and follow up to maintain timeline
- Establish program logistics and support components that best fit the proposed program scope (stand alone, embedded, third-party provider, consortium, institutional partnership)
- Communication and interface with program provider, if working with a third-party provider/agency (proposal, itinerary, budget, crisis management)
- Review and vetting of draft third party/program provider contracts and cost estimates/bids in conjunction with Business and Auxiliary Services
- Verifying with Financial Aid that the proposed program course dates allow participants to be eligible for financial aid
- Create promotional flyer with program information
- Promoting program on OGI website, Facebook, and through email
- Guidance and support for students interested in participating in the program
- Processing and maintenance of Study Abroad application(s) and supplemental documentation for selected participants and faculty leaders
- Maintenance of study abroad program participant list
- Development and delivery of pre-departure orientation sessions and safety instructions to students and faculty traveling abroad
- Verify health insurance coverage for all students and faculty on program
- In partnership with Faculty leader and EWU Departments, follow the Crisis Management Plan to coordinate levels of student care to include responding to student emotional, mental, or health problems, crises, or emergencies

Lead College(s)/Department(s) will be responsible for the following activities:

- Planning and management of EWU or EWU-facilitated travel in accordance with EWU guidelines
- Development of detailed budget (all expenses, pre-payments/deposits, payment transactions, PAFs, budget reconciliation)
- Course approval form(s) and Fee Request(s)
- Reconcile budgets upon program completion

EWU Faculty Leaders will be responsible for the following activities:

Pre-departure

- Complete Study Abroad Program Proposal Packet and obtain signatures from Department Chair(s) and College Dean(s) prior to submission to OGI and Risk Management
- Active recruitment of students for the program such as classroom presentations, information sessions, and participation in the Study Abroad Fairs
- Attend all required pre-departure orientations and other related training sessions as needed. First Aid training is required for all leaders (OGI will assist with providing access to the training).
- Attend On Call International Training for Faculty Leaders
- Complete Annual Campus Security Authorities Training through EWU Campus Police

While on program

- Be accessible 24/7 to students during the program; respond to student issues and mitigate any potential risk
- In partnership with OGI and EWU Departments, follow the Crisis Management Plan to coordinate levels of student care to include responding to student emotional, mental, or health problems, crises, or emergencies. Faculty leaders must report incidents within 24 hours via email and/or phone to OGI contact
- Attend all program related activities
- Maintain regular communication with the OGI team and on-site provider (if applicable)

Upon return

- Conduct post-travel program evaluation with students and debrief with OGI contact
- Participate in one or more campus presentations about the program. OGI will assist with logistics and promotion for the event(s) if needed.

Faculty-Led Program- EWU defines a Faculty-led Program as “a faculty-led, academic experience where all or part of the program is conducted off-campus and in which all participants register for academic credit (auditing status or regular credit-bearing status).” On rare occasion, a faculty-led program may not include a course component but otherwise meets strategic goals and the University mission. Faculty-led programs are designed as integrated academic experiences with the explicit goal of earning academic credit. They are not intended simply as travel experiences. The College defines the role and rate of pay for faculty leaders. All program costs are self-support. (Where available, College, Provost, or other support may be requested.)

On-site University Liaison – A faculty member may serve as an on-site liaison for EWU students studying on an overseas program with a partner institution or 3rd party. As an on-site liaison, the faculty member may choose not to provide academic instruction. The on-site liaison shall be available to students 24/7 for in-country needs and crisis management. The liaison is responsible for the wellbeing of the students in-country and shall maintain regular contact with the EWU study abroad office, students and the partner institution or 3rd party in country. The liaison shall attend the pre-departure orientation or provide a separate orientation to outline student expectations on the program. The faculty member’s College determines the rate of pay for the on-site liaison. The costs for the on-site liaison shall be included in the total program cost to the student.

PROGRAM INFORMATION

Primary Faculty Leader: _____

Telephone: _____ Email: _____

Sponsoring Department: _____

Department Chair: _____ College Dean: _____

Overview of Leader Qualifications: (international travel, experience traveling with students, making group travel arrangements, working closely with students requiring constant oversight, administrative experience, course content, etc.)

Faculty Leader Experience in Host Country: (*If you have not traveled to the host country, please explain how you can maximize the travel experience for the students.)

Additional Leaders

Name	Department	Title	Role (co-lead, coordinator, etc.)

Brief Program Description:

Role of Faculty Leader and additional leaders, if applicable:

Program Objectives, Learning Outcomes and Assessment Methods:

Discuss why the proposed location supports the program objectives and how the program aligns with the University Mission:

PROPOSED EWU COURSES (if applicable)

Department	Course Number	Cross-listed	Course Title	Language of Instruction	Credit Hours	Contact Hours	Instructor

Course held in: ___ Spring ___ Summer ___ Fall ___ Winter

Can the course(s) be taken to fulfill: (check all that apply)

___ Major/Minor Req. ___ General Core Req. ___ Elective Credit ___ Other: _____

Indicate the contract type for this course: ___ In-Load* ___ Over-Load* ___ Summer

**In-load and over-load contracts will need to be approved and confirmed with Department Chair(s) and College Dean(s).*

PROGRAM LOGISTICS

Please note that all proposed travel to locations currently under a U.S. Department of State Travel Alert or Travel Warning will require additional review. Provide any Travel Alerts or Warnings that have been issued for the proposed location(s) in the last year, if applicable.

Program Location(s)/Cities and Countries:

Approximate On-Site Duration (in days): _____

Please list any experiential components of the program, including service-learning, community engagement, and field work or research opportunities.

How will students and faculty arrange travel? _____ Group Flight _____ Individual Flights

Note: Group travel is recommended. If students are traveling to the overseas destination independently, faculty leaders(s) must determine the meeting point and facilitate group gathering upon arrival to the host country.

Go/No-Go Decision Date: _____ Typically, if a program does not have the minimum number of students enrolled by the 10th day of the quarter, the program will be cancelled. There may be alternative deadlines where a program is run through a 3rd party.

Student cancellation deadline date and fee (if any): _____

Late fee for payment not made by deadline (if through 3rd party): _____

Program Prep Timeline:

PROGRAM OR TRAVEL PROVIDER INFORMATION (If applicable)

Note: A copy of any potential contract, third party arrangement, or agreement should accompany this packet.

Organization Name: _____ Contact Person Name: _____

Address (Street, City, State/Province, Country, Postal Code): _____

Telephone: _____ Fax: _____

Website: _____

Description of Organization/Agency/Provider/Host Institution:

What services will the organization provide prior to departure?

What services will the organization provide on-site?

BUDGET WORKSHEET (please attach)

All faculty-led/on-site liaison programs and overseas conferences/events are self-support, which means all related expenses must be managed through student fees and/or external funds while ensuring that programs remain affordable for students. Faculty expenses should be included in the budget as part of the program fee. Faculty and their departments should discuss questions related to teaching loads prior to submitting a program proposal.

Your College may have a budget sheet that they prefer to use. Please work with your College to fill in details for all costs based on quotes. Be as inclusive as possible (creating additional fields if needed) and account for future currency fluctuations as much as possible while constructing this budget. The budget will be used to generate forms for Accounts Payable, submitting the Out-of-State Travel Request and determining the minimum number of participants. Generally, 10-12 students are required for a program to be offered, dependent on faculty salaries and related expenses.