FACULTY-LED PROPOSAL for STUDY ABROAD

**\*Please, note that this proposal form must be completed in one sitting and cannot be saved and returned later. We strongly recommend that you complete the proposal in the draft form and copy/paste your responses over to this form. If revisions are needed, a new proposal form will need to be started; edits are not possible.\***

The Office of International Programs is committed to providing learning opportunities within the academic mission of Sam Houston State University, which are accessible to our unique student body. Faculty-led programs are the bedrock of Study Abroad Programs at SHSU; roughly eighty percent of SHSU students that participate in study abroad do so through a faculty-led program. SHSU is committed to providing a learning environment that not only promotes the safety and well-being of its students but also an environment conducive for students to develop to their fullest potential.

We invite faculty, with the support of their department chairs and deans, to submit proposals for programs offered in 2023. Per the Office of the Provost, all faculty-led programs abroad must be approved by and registered with the Office of International Programs (OIP) and Academic Planning and Assessment (OAPA). Incomplete proposals will not be accepted. Please, contact the OIP if you have any questions.

**SUBMISSION DEADLINE FOR ALL 2023 PROGRAMS: August 1, 2023**

The Faculty-Led Proposal (FLP) is intended to inform faculty of the various components and responsibilities related to developing a study abroad program and ensure the Office of International Programs of department/college support of the proposed program. OIP also uses the FLP as a mechanism to reach out to faculty leaders for program application, webpage development, potential international agreements, and promotion and recruitment support. The OIP is here to facilitate and support faculty, students, and departments throughout each phase of program development.

Please, note that programs must be approved in order for the program application to be created and for students to be able to apply to the program. Programs also must be approved in order to obtain a table at the Study Abroad Fairs.

**A complete proposal includes:**

* Completed proposal form signed by your department chair and dean. Programs with two faculty from different departments require signatures from both department chairs and deans.
* [Syllabus](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20SHSU%20SA%20Syllabus%20Guidelines.docx) for each course and faculty member.
* Completed [tentative program agenda/itinerary](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20Faculty-Led%20Program%20Proposal%20Itinerary.docx) for each course. The agenda should include dates in all locations, including excursions.

**IMPORTANT NOTES:**

* Please be aware of your proposed country(s) US DOS travel advisory. Current SHSU and TSUS policy will not allow students to travel on university-sponsored and organized programs abroad to a level 3 or level 4 advisory destinations that the US DOS designates. However, you can propose a program to a country with an advisory 3 and 4 due to COVID.
* All programs must have a minimum of 10 students enrolled in each undergraduate course AND/OR 5 students enrolled in each graduate course to travel.

**Contact hours**. Per Texas Higher Education Coordinating Board (THECB) standards, all courses offered in a shortened format will consist of the same number of contact hours, 45 hours for a 3-credit course, as courses offered in a regular or summer session. Per THECB guidelines, students cannot receive more than one credit hour per week of class. However, pre-, or post-travel class sessions can be scheduled to attain the required minimum length standard. (i.e. three weeks, three credits) (THECB Rule 4.6).

# Important considerations before submitting your proposal

**Faculty/Department/College Role and Responsibilities Related to Academic Content:**

* Ensure academic rigor of the program fits college standards.
* Ensure pedagogy of the program is appropriate to the field and to international study.
* Establish financial support of program.
* Use of established course numbers and credit hours.
* Determine term in which program will take place.
* Consider minimum/maximum enrollment.
* Determine number of faculty participating in program.

**Faculty Role and Responsibilities Related to Program Development:**

* Coordinate with the Office of International Programs to set-up program webpage.
* Establish guidelines for non-SHSU participants (e.g. spouses, colleagues) that may be associated with their programs. Non-SHSU participants (guests) cannot be associated with the academic aspect of the program nor can their expenses be off-set by or paid for with student generated funds.
* Establish departmental support for administration of the program.
* Develop daily itinerary, including transportation and logistics.
* Develop budget based on template provided by the Office of International Programs.
* Determine process and eligibility criteria for student selection.
* Establish active student outreach and program promotion efforts.
* Apply for funds to defray the cost of participation to students, if available.
* Coordinate with Office of International Programs for guidelines related to student travel, logistics, and international program agreements.
* Support Office of International Programs with student compliance requirements, if needed.

**Office of International Programs Roles and Responsibilities:**

The OIP is here to support faculty and departments with all aspects and phases of developing study abroad programs. The list below is not exhaustive.

* Provide resources to faculty related to best practices for developing study abroad programs, including program models, financial aid considerations, and insight about student mobility at SHSU.
* Provide direct assistance with developing health/safety/risk plan.
* Conduct student pre-departure orientation.
* Create program application.
* Assist with program promotion and marketing.
* Attend program info sessions, if desired.
* Advise students on various program options.
* Offer guidance, resources and/or training to departmental staff related to financial administration of study abroad programs.
* Ensure student compliance with SHSU and TSUS travel policies, including registration with On Call.
* Assist with negotiating costs with international partners, if needed.
* Provide scholarships for study abroad, based on at least a 2.75 SHSU GPA.
* Assist students in applying for additional financial aid to help cover the additional costs of studying abroad.

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| **Program Name:** | [Name of program for promotional materials, ie: Foreign Language in Costa Rica] |
| Program Details |
| **Faculty Leader(s) Name(s):** | [Primary faculty leader and contact for program] |
| **SHSU Department:** | Click or tap here to enter text. |
| **SHSU College:** | Click or tap here to enter text. |
| **Program Location(s):** | [List all primary cities and countries that will be visited] |
| **Address of Program Site:** | [Street address, city, country & postal code of primary site location] |
| **Does this Program Include Faculty from Multiple Colleges/ Departments?** | [ ] Yes [ ]  NoDepartment(s): Click or tap here to enter text.College(s): Click or tap here to enter text. |
| **SHSU Established Semester in which Program Takes Place:** | Choose an item. | **Dates of Instruction on Campus at SHSU:** | [List all dates on campus (if any, do not include orientations or weekends here). Date format: MM/DD/YYYY] |
| **Departure Date from Texas:** | Click or tap to enter a date. | **Arrival Date at Destination:** | Click or tap to enter a date. |
| **First Class Day Abroad:** | Click or tap to enter a date. | **Last Class Day Abroad:**  | Click or tap to enter a date. |
| **Departure Date from Abroad:** | Click or tap to enter a date. | **Arrival Date in Texas:** | Click or tap to enter a date. |
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| Proposed Course to be Taught (Use Additional Course Sheet for programs with more than one course.) |
| **Course Prefix and Number:** | [ie, SPAN 2311] | **Course Title:** | [Official Title of Course as listed in the Course Catalog] |
| [**Course Description**](http://catalog.shsu.edu/)**:** | [Copy and paste course description from SHSU course catalog.] |
| **Secondary Course Description:** | [Course description as relevant to this course. Can be different from SHSU course catalog.] |
| **Student Requirements:** | [What specific requirements, if any, will students need to meet in order to participate in this course? Please, be mindful that students must meet at a minimum all prerequisites/co-requisites and restrictions stated in the catalog. The THECB restricts the waiving of prerequisites, co-requisites, and restrictions on study-in America and study abroad courses. Examples of student requirements might be GPA requirements, pre-requisites, co-requisites, restrictions, specific major or minor, etc.] |
| **Instructor for Course:** | [Name of the professor teaching the course] |
| **SHSU Credit Hours for Entire Course\*:** | [i.e. 3 credits] | **SHSU Contact Hours for Entire Course\*:** | [i.e. 45 contact hours] |
| **Identify the student learning objectives for the course. Learning objectives must match the learning objectives in the course syllabus and be comparable to objectives and number of objectives, for the same course offered on campus. List the objectives do not write: See syllabus. A minimum of four objectives must be listed.** |
| Students completing this course will be able to:1.Click or tap here to enter text. For example: Identify the historical and cultural issues within the specific dramas studied. A minimum of four objectives must be added. 2.Click or tap here to enter text.3.Click or tap here to enter text.4.Click or tap here to enter text.5.Click or tap here to enter text.6.Click or tap here to enter text.7.Click or tap here to enter text.8.Click or tap here to enter text.9.Click or tap here to enter text.10.Click or tap here to enter text. |
| **Detail how the stated learning objectives will be assessed. The assessments must match the syllabus. Do not write: See syllabus.** |
| [Include weight of which each assignment carries, i.e. Final exam 40%] |

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| **What is the rationale for teaching the course(s) at this location versus the SHSU campus?** |
| [Please, describe the academic or career benefits to SHSU students. Also discuss specific course content that is better taught in the destination abroad as opposed to in Texas.] |
| **What is the projected number of student participants in this course?** | [Required # of students is 10 undergraduate students or 5 graduate students registered per course.] |
| **Will students be required to attend classes on campus before or after the study abroad component of the program?****This must match the information provided in the syllabus and itinerary.** | [ ] Yes [ ]  NoTotal number of contact hours for on-campus classes, not including orientation: Click or tap here to enter text. |

\*Note: Students may not earn more than 1 semester credit hour per week over the course of the program. For example, a 3-week program cannot offer more than 3 semester credit hours.

Attach the abroad [course syllabus](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20SHSU%20SA%20Syllabus%20Guidelines.docx), including reading list, for this course:

Attach program itinerary for the entire length of the program for this course (use [itinerary template](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20Faculty-Led%20Program%20Proposal%20Itinerary.docx) and one itinerary per course):

Would you like to add an additional course?

[ ]  Yes [ ]  No

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| Proposed Course to be Taught (Use Additional Course Sheet for programs with more than one course.) |
| **Course Prefix and Number:** | [ie, SPAN 2311] | **Course Title:** | [Official Title of Course as listed in the Course Catalog] |
| [**Course Description**](http://catalog.shsu.edu/)**:** | [Copy and paste course description from SHSU course catalog.] |
| **Secondary Course Description:** | [Course description as relevant to this course. Can be different from SHSU course catalog.] |
| **Student Requirements:** | [What specific requirements, if any, will students need to meet in order to participate in this course? Please, be mindful that students must meet at a minimum all prerequisites/co-requisites and restrictions stated in the catalog. The THECB restricts the waiving of prerequisites, co-requisites, and restrictions on study-in America and study abroad courses. Examples of student requirements might be GPA requirements, pre-requisites, co-requisites, restrictions, specific major or minor, etc.] |
| **Instructor for Course:** | [Name of the professor teaching the course] |
| **SHSU Credit Hours for Entire Course\*:** | [i.e. 3 credits] | **SHSU Contact Hours for Entire Course\*:** | [i.e. 45 contact hours] |
| **Identify the student learning objectives for the course. Learning objectives must match the learning objectives in the course syllabus and be comparable to objectives and number of objectives, for the same course offered on campus. List the objectives do not write: See syllabus. A minimum of four objectives must be listed.** |
| Students completing this course will be able to:1.Click or tap here to enter text. For example: Identify the historical and cultural issues within the specific dramas studied. A minimum of four objectives must be added. 2.Click or tap here to enter text.3.Click or tap here to enter text.4.Click or tap here to enter text.5.Click or tap here to enter text.6.Click or tap here to enter text.7.Click or tap here to enter text.8.Click or tap here to enter text.9.Click or tap here to enter text.10.Click or tap here to enter text. |
| **Detail how the stated learning objectives will be assessed. The assessments must match the syllabus. Do not write: See syllabus.** |
| [Include weight of which each assignment carries, i.e. Final exam 40%] |

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| **What is the rationale for teaching the course(s) at this location versus the SHSU campus?** |
| [Please, describe the academic or career benefits to SHSU students. Also discuss specific course content that is better taught in the destination abroad as opposed to in Texas.] |
| **What is the projected number of student participants in this course?** | [Required # of students is 10 undergraduate students or 5 graduate students registered per course.] |
| **Will students be required to attend classes on campus before or after the study abroad component of the program?****This must match the information provided in the syllabus and itinerary.** | [ ] Yes [ ]  NoTotal number of contact hours for on-campus classes, not including orientation: Click or tap here to enter text. |

\*Note: Students may not earn more than 1 semester credit hour per week over the course of the program. For example, a 3-week program cannot offer more than 3 semester credit hours.

Attach the abroad [course syllabus](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20SHSU%20SA%20Syllabus%20Guidelines.docx), including reading list, for this course:

Attach program itinerary for the entire length of the program for this course (use [itinerary template](https://www.shsu.edu/dept/international-programs/study-abroad/faculty-led-programs/documents/2023%20Faculty-Led%20Program%20Proposal%20Itinerary.docx) and one itinerary per course):

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| Program Overview |
| **Give an overview of the program which can be used for marketing to students.** |
| [Include the purpose of the trip and how it relates to the coursework, cultural activities that will be included, field trips, housing arrangements, and any other information that will attract students to your trip. This should be 3-4 sentences long and will be used to market the class. **Should highlight the academic content of the program.**] |
| **Describe opportunities for cultural immersion in the host culture.** |
| [Examples of cultural immersion opportunities might include host family stays, service learning, leisurely activities, internships, etc. Do not write: See syllabus/itinerary.] |
| **If there are similar courses being offered by SHSU abroad, how will you ensure that your program does not conflict with the other program in regards to student enrollment?** |
| **[**Please, describe what differentiates your course from a similar one, and how you will avoid “pirating” each other’s students.] |
|  Student Enrollment |
| **Will this program be open to students from other institutions?**\*Please note: If you are allowing non-SHSU students, these students cannot receive SHSU credit and cannot count as part of the minimum enrollment needed for the course to make, unless they are enrolled at SHSU as transient students according to the standard Admissions process. | [ ]  Yes [ ]  NoIf yes, how many? Click or tap here to enter text. |
| **Will you approve students to enroll in only one of the courses offered in this program?** | [ ]  Yes [ ]  No |
| **What is the minimum number of credit hours a student may take during the program?** | Click here to enter text. |
| **What is the maximum number of credit hours a student may take during the program?** | [If a student is enrolled in 6 credit hours (2 courses) 90 contact hours must be offered] |
| **What is the minimum number of students for the program?** | Click here to enter text. |
| **What is the maximum number of students for the program?** | Click here to enter text. |
| **Describe your primary student audience(s) for this program and how you will promote enrollment.** |
| Click or tap here to enter text. |
| **Describe the contingency plan to cover financial losses?** |
| [E.g. how will costs be covered if the program goes over budget.][ ]  I understand that if the program goes over budget my department/college will be responsible for covering any overages, not the students or the OIP. |
| Program Logistics |
| **If applicable, please list the institutions, organizations, vendors, etc. in the US and location of travel with whom you are coordinating the details of your program.** |
| Click or tap here to enter text. |
| **Who will make logistical arrangements (housing, classroom space, excursions, etc.) for this program?** |
| [ ] Faculty Leader | [ ] Independent Program Provider (API, ISA, Travel Agency, etc.)[Identify Provider] | [ ] Other [Identify Other] |
| **How will the group travel to the study abroad location?** |
| [ ]  Group Flight | [ ]  Independent flight arranged by students | [ ]  Other [Identify Other] |
| **What type of accommodations will students stay in during the program?**  |
| [ ] Hotel | [ ] Shared apartment | [ ] Homestay | [ ] Student resident halls | [ ] Other [Identify Other] |
| **Who is arranging the accommodations:** Click or tap here to enter text. |
| **Do you require classroom space at the study abroad location?** |
| [ ]  Yes | [ ]  No |
| [If yes, who is arranging this space for you, and where will it be located?]  |
| Risk Management |
| **What is your experience in the proposed location(s)?** |
| [Include the last time you visited this location and the duration of your visits]. |
| **Will students need a visa?**  |
| [ ]  Yes [ ]  No[If yes, please provide as many details as possible on how students will get the visa and whether or not the cost is included in the program fee or if the students are expected to pay on their own.] |
| **What arrangements need to be made to address the needs of students with learning and/or physical disabilities? Please, check with SHSU’s Services for Students with Disabilities (SSD) for guidance.** |
| [Please, note any in-country contacts for students with disabilities and whether such accommodations could reasonably be made for your program.] |
| **What is the current official travel advisory level for the program location(s) according to** [**US Department of State**](https://travel.state.gov/content/travel/en/international-travel.html)**?**You can propose a program in a country with an advisory level 3 or 4 if due to COVID-19. |
| [If the official US Department of State advisory level is 3 or 4 for the location, the program will not be approved per SHSU policy. Exceptions are only granted for **some** locations in Mexico.]  |
| **Are there any risk indicators provided by US Department of State or are there any known security/safety/health risks at the proposed program site, and how will these be addressed?** |
| [Please, be as descriptive as possible. If the advisory level is below 3 but risk indicators are provided (indicated with letter symbols next to the advisory level for each country, e.g. C, O, H), or other security/health/safety concerns exist, please provide as many details as possible and describe any contingency plans.] |
| SHSU Program Contacts |

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| **Faculty Leader:** | [Name and Title] |
| **Department & Mailbox:** | [Please, list department and campus mailbox] |
| **Email Address:** | [SHSU Email] | **Campus Phone:** | Campus Phone |
| **Additional Faculty/staff:** | [Name and Title] |
| **Department & Mailbox:** | [Please, list department and campus mailbox] |
| **Email Address:** | [SHSU Email] | **Campus Phone:** | [SHSU Email] |
| **Will this faculty/staff member accompany students on the program?** |  [ ]  Yes |  [ ]  No |
| **Additional Faculty/staff:** | [Name and Title] |
| **Department & Mailbox:** | [Please, list department and campus mailbox] |
| **Email Address:** | [SHSU Email] | **Campus Phone:** | [SHSU Email] |
| **Will this faculty/staff member accompany students on the program?** |  [ ]  Yes |  [ ]  No |
| In-Country Contacts |
| **Primary Local Contact:** | [Name and title] |
| **Address:** | [Street address, city, country & postal code] |
| **Email Address:** | Click or tap here to enter text. | **Phone Number:** | [Include Country Code. |
| **Function:** | [Housing, academic coordinator, travel agent, etc.] |
| **Additional Local Contact:** | [Name and title] |
| **Address:** | [Street address, city, country & postal code] |
| **Email Address:** | Click or tap here to enter text. | **Phone Number:** | [Include Country Code. |
| **Function:** | [Housing, academic coordinator, travel agent, etc.] |

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| Supplementary Documents |
| **Attach the following materials to your program proposal:** |
| [ ]  Contracts, agreements, vendor quotes, etc. to justify program budget[ ] CV’s of non-SHSU on-site staff[ ]  Other attachments |

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| Program Budget |
| INSTRUCTIONS: Include ONLY costs that will be billed to the students through the program cost. DO NOT include costs the students will pay separately (ex: tuition, $200 Study Abroad Service Fee, airfare, etc.). For faculty and other costs, only include those that will be included in the cost for the students not costs covered by department/college. For the estimated number of students, indicate the MINIMUM needed in order for the program to go. |
| **Program Name:** |  |  | **Faculty Leader:** |   |  | **Program Dates:** | *
 |
| **Department:** |  |  | **College:** |   |  | **Min. # of Students:** |   |
| **Student Costs** | US $ | # of People | Subtotal |  | **Faculty Costs** | US $ | # of People | Subtotal |  | **Other Costs** | US $ | # of People | Subtotal |
| Airfare |  |   |  |  | Airfare |  |   |  |  | Facilities Fees |  |   |   |
| Visa |  |   |  |  | Visa |  |   |  |  | Guest Speakers |  |   |  |
| Lodging |  |   |  |  | Lodging |  |   |  |  | Contingency |  |   |  |
| Meals |  |   |  |  | Meals |  |   |  |  | Phone/ Internet |  |   |  |
| In-country Travel |  |   |  |  | In-country Travel |  |   |  |  | Group Meals |  |   |  |
| Insurance\* |  |   |  |  | Insurance |  |   |  |  | Other (identify) |  |   |  |
| Site visit Fees |  |   |  |  | Site visit Fees |  |   |  |  |  |  | **TOTAL** |  |
| \*[Insurance Cost Sheet](https://www.shsu.edu/dept/international-programs/study-abroad/documents/International%20Health%20Insurance%20Cost.pdf) | **TOTAL** |  |  |  |  | **TOTAL** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | **TOTAL PROGRAM BUDGET** |  |
| **APPROVALS** |  |  |  |  |  |
|   | **Signature** |  | **Signature if multiple faculty/departments/colleges** |  |  | **TOTAL COST PER STUDENT** |  |
| **Faculty Leader** |   |  |   |   |   |   |  | **FOP** |
| **Department Chair** |   |  |   |   |   |   |  | Does this program have an existing FOP? | [ ]  Yes[ ]  No |
| **Dean** |   |  |   |   |   |   |  | Existing FOP: |   |
| **OIP** |   |  |   |   |   |   |  |   |  |  |   |
| **Provost** |   |  |   |   |   |   |  | **710 Subtotal:** |    |  |
| **Budget Office** |   |  |   |   |   |   |  | **720 Subtotal:** |    |  |
| **VP Finance** |   |  |   |   |   |   |  |   |  |  |   |

**The Texas Higher Education Coordinating Board (THECB) is mandated by law to certify courses taught abroad. For more information, please visit the** [**THECB website**](https://www.highered.texas.gov/institutional-resources-programs/public-universities-health-related-institutions/academic-program-development-modifications/distance-education-resources/distance-education-modifications-requests/)**.** Please, review the guidelines on the next page and acknowledge that you have read and understand them as they pertain to your program.

**TEXAS HIGHER EDUCATION COORDINATING BOARD**

**Standards for New Out-of-State and Out-of-Country Courses**

1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
8. Multi-course offerings will meet the standards and criteria outlined in Approval of Distance Education, including Off-Campus Courses and Programs.
9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.
11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.
14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.

# Faculty Agreement

The following are SHSU requirements for faculty-led study abroad programs. Please, be sure you understand and comply with all requirements.

**SHSU Student Eligibility Requirements**

* The minimum SHSU GPA requirement is 2.0 undergraduate, 3.5 graduate as well as good judicial standing.
* All faculty-led program courses must at a minimum follow the pre-requisites as listed in the course catalogue.
* Program specific requirements are determined by the faculty leader based on academic content.

**Faculty**

* Courses abroad must be directly facilitated by a person holding a full-time SHSU faculty title (i.e. Assistant Professor, Associate Professor, Instructor, Clinical Professor, etc.).
* Faculty leaders must read and acknowledge the Texas Higher Education Coordinating Board (THECB) Standards for out-of-country courses.
* **Faculty leaders must use the Office of International Programs Study Abroad application to accept student applications for the program.**
	+ Program approval must be obtained from Office of International Programs **in advance of recruiting students.**
* Faculty leaders should aim to identify student participants by **mid-February for summer** programs; **mid-May for fall** programs or **mid-November for spring** programs.
* The OIP will provide each student with a program evaluation and ask faculty to encourage students to complete. In order to strengthen future programs, the evaluation results will be shared with you upon request.

**Scheduling**

* All programs should be conducted within the dates of a single SHSU semester, either spring, fall, mini-session or any of the summer sessions.

**Program Costs and Budget Development**

* Faculty are responsible for developing program budget and calculating cost per student.
* Faculty should understand the full program cost to the student and make sure students understand there will be additional charges outside of the program fee (e.g. tuition, flights, personal expense). **Note that in order for students to receive summer financial aid, undergraduate students must take six credits over the summer.**
* SHSU has limited competitive scholarship funding available for study abroad, which is administered through the OIP. The scholarship deadlines are fixed and not flexible. Because of this, it is important the participating students know their total program cost at a date well in advance of their travel.

**Logistics**

* The use of third-party providers for services/deliverables (including transportation) in the foreign country is highly encouraged.
	+ OIP can help faculty identify partner institutions abroad or third-party providers, which may help arrange or host components of the program. It is strongly recommended that faculty leaders begin planning 12-18 months in advance. There must be a contract in place with program providers/vendors.
* Faculty leaders are responsible for organizing all in-country transportation for the duration of the program.
	+ Ground transportation providers must be licensed, insured, and in compliance with SHSU student travel policies.
* Faculty leaders are responsible for identifying safe/secure accommodations for students for the duration of the program.

**Health, Safety and Security Risk Mitigation**

* Faculty leaders provide 24/7 emergency support for the duration of the program abroad. International Programs will assist faculty to develop an emergency response and communication plan. All faculty leaders are required to have a cell phone on-site for emergency and ensure the OIP has this information.
* Faculty leaders are responsible for mitigating risk while traveling with students and all aspects of risk management.
* Programs may only be offered in countries in which the United States has official relations.

**Academics**

* Programs must meet the criteria of the college in which they are offered.
* All faculty are required to hold at least one pre-departure orientation and one onsite orientation. Allow for at least 30-45 minutes for the Office of International Programs’ mandatory presentation on health and safety.

I have read and understand my responsibilities as a faculty leader for an SHSU faculty-led study abroad program. I agree to fulfill the requirements set forth above.

By signing below the faculty leader agrees to abide by the policies and procedures set forth by the Office of International Programs (OIP) for faculty-led programs. OIP reserves the right to cancel any program if it determines that the program is not meeting any of the guidelines in the policy manual or poses a safety and security risk to the student participants. Departments and Colleges also retain the right to cancel any program that does not meet internal rules or regulations.

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Faculty Leader Name Faculty Leader Signature

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Faculty Leader Name Faculty Leader Signature

# Department/College Approval

Faculty-Led Study Abroad Programs **need to be sponsored and supported by their respective colleges**. As with traditional academic programs, the college is responsible for study abroad program academic standards, financial commitments, **administrative coordination,** and student advising. Additionally, the colleges are responsible for student residential and conduct issues while their faculty members are traveling with the program. Each college should consider their own strategies, resources, and priorities when planning faculty-led study abroad programs. They should prepare and apply their own internal procedures for preparing and presenting international study proposals.

Some considerations at the college level include:

* Benefits to the college and students and how the program fits with degree and career preparation.
* Course learning objectives and why international study is useful to reach these objectives.
* Designate administrative support to assist faculty with financial, compliance, miscellaneous tasks related to program implementation, and execution.
* Syllabi that meet SHSU and SACS criteria (both undergraduate and graduate). SACS requires a separate syllabus with more rigorous grading and advanced assignments for graduate students.
* An existing course number must be offered.
* Alignment between credit hours given and work required to earn those hours, including assessment.
* Admission requirements and prerequisites (including language skills) at a minimum following the course catalog’s requirements.
* Communication with academic advisors about the program for advising and promotion purposes.
* Student refund/cancellation policies impact on the department/college budget.
* Financial costs for the program (fixed and variable) and how students and college will share/divide those expenses, and how faculty leaders will be funded and/or compensated.
* Collaboration with other colleges that have similar learning objectives could reduce the burden of expenses and faculty costs.
* Qualifications of the faculty to lead the program in the academic area, host country skills, and handling possible student life/student conduct issues.
* Benefits of partnerships with non-SHSU program providers, financial obligations to partners and third-party qualifications to lead/run such programs.
* Implementation of program assessment through student evaluations, or other measures, and metrics to indicate a “successful” program.
* Policy regarding how students from other institutions will be able (or will not be able) to participate.

**PROGRAM APPROVAL**

All programs must receive both Department Chair and Dean approval before Office of International Programs will accept and review for safety concerns, contact hours, and program viability. The following signatures indicate that the proposed program and/or course(s) to be taught abroad meet department and college standards and are approved to be taught abroad. If the program is cross-listed, both department chairs and deans must approve the program.

By signing below Department Chair and Dean of the College agree to abide by the policies and procedures set forth by the Office of International Programs (OIP) for faculty-led programs. The department/college will commit the necessary administrative, financial, and academic resources to support it. OIP reserves the right to cancel any program if it determines that the program is not meeting any of the guidelines in the policy manual or poses a safety and security risk to the student participants. Departments and Colleges also retain the right to cancel any program that does not meet internal rules or regulations.

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Department Chair Name Department Chair Signature

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Department Chair Name (if cross-listed) Department Chair Signature (if cross-listed)

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College Dean Name Dean Signature

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College Dean Name (if cross-listed) Dean Signature (if cross-listed)

# Office of International Programs/Office of Academic Planning and Assessment Approval

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OIP Name OIP Signature

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OAPA Name OAPA Signature