**FACULTY-LED STUDY ABROAD PROGRAM**

**FEASIBILITY PROPOSAL**

**Summer programs: Submit this packet on or before March 1 (year prior to your program)**

**Winter programs: Submit this packet on or before September 1st (year prior to your program)**

1.

Faculty member Department Email Phone Role

APD/instructor

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2.

Course Number Course Title Instructor

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3. Semester abroad: Summer 20\_\_\_ Fall 20\_\_\_ Winter 20\_\_\_ Spring 20\_\_

4. City and country of destination: *(countries with a travel warning will not be approved)*

5. Indicate reasons for selecting this location.

6. Describe the benefits of teaching the course(s) at this location.

7. Will any of these courses be cross-listed with any other course?

Yes (Please indicate courses)

No

8. How are you planning to teach these courses?

Extension credit Resident credit

9. Number of weeks abroad:

10. Number of contact/student-professor hours per course:

11. Is there an on-campus component for this program?

Yes (Please explain)

Pre-travel number of contact hours per course

Post-travel number of contact hours per course

No

12. Number of credit hours a student will be required to take in this program:

Minimum Maximum

13. Indicate how the participation in this program will contribute in the student’s academic and professional growth.

14. Is there any other Texas State program offered at this location?

Yes

*Please indicate how this program differentiate from the other program(s)*

No

15. Minimum number of students needed to make this program feasible:

16. Maximum number of students allowed to participate in this program:

17. Are you planning to offer this program:

a) Every year

b) Every other year

c) Just one time

18. Are you planning to:

a) Rotate program among faculty of your department/college

b) Direct program indefinitely

19. What prospective students will you target for this program?

Major(s)

Classification(s)

Other:

20. Have you visited this site?

Yes No

21. Describe the lodging facilities where your students will stay.

22. Describe any activities you have in mind for your group to facilitate interaction with the local community.

23. What resources and services are available to our student participants and faculty?

24. If you have experience leading a program abroad, please describe

25. Are you fluent in the language spoken in the country of your program destination?

Yes No

26. Are you planning to bring an assistant?

Yes No

27. Name of program provider:

28. List the reason(s) for selecting this provider.

29. Attach any references you may have regarding this provider.

30. List services that will be provided by your program provider.

31. Is there a language requirement for your program?

Yes (explain)

No

32. Is this program linked to any grant?

Yes (please provide details)

No

33. List all recruiting activities you are planning to use?

34. Please provide the tentative costs for your program:

Application fee: $200

Student’s lodging:

Student’s tuition:

Student’s health insurance:

Student’s airfare:

Student’s excursions:

Faculty lodging:

Faculty per diem:

Faculty airfare:

Faculty insurance:

Assistant lodging:

Assistant per diem:

Assistant airfare:

Assistant insurance:

Assistant stipend:

Other:

Estimated total cost per student:

35. Describe a tentative itinerary for your program:

Week 1

Class days M T W Th F S S

Number of contact hours per day

Topics

Excursions:

Week 2

Class days M T W Th F S S

Number of contact hours per day

Topics

Excursions:

Week 3

Class days M T W Th F S S

Number of contact hours per day

Topics

Excursions:

Week 4

Class days M T W Th F S S

Number of contact hours per day

Topics

Excursions:

Week 5

Class days M T W Th F S S

Number of contact hours per day

Topics

Excursions:

36. Describe the setting you are planning for your class time.

37. Add any comments regarding your program that you’d like to share with the Advisory Board for Faculty-led Programs Abroad.

**APD**

Name: Signature Date:

**Department Chair(s)**

Name: Signature Date:

**College Dean(s)**

Name: Signature Date:

**This section must be completed by the Department Chair or equivalent**

***(use one separate form per academic department involved in this proposal)***

1. Name of Academic Program Director (APD):

2. Program location:

3. Semester:

4. Department:

5. College:

6. Describe how this proposed study abroad program will contribute to the mission of your department.

7. Explain briefly how well the location and content are suited and appropriate for the course(s).

8. Indicate what qualifications this faculty member has that makes him/her a strong candidate to lead this program.

9. Select the appropriate answer:

a) I don’t see any conflict with other Texas State faculty-led programs

b) I see conflict with other Texas State faculty-led programs.

Explain

10. What kind of support do you anticipate this program will have from the other faculty members in your department?

a) Full

b) Moderate

c) None

11. List strengths and concerns that you see in this program.

Strengths:

Concerns:

12. Do you support this program?

a) Yes, without reservations

b) Yes, with reservations (explain)

c) No (explain)

**Department Chair**

Name: Signature Date

**This section must be completed by the College Dean**

***(use one separate form per academic department involved in this proposal)***

1. Name of Academic Program Director (APD):

2. Program location:

3. Semester:

4. Department:

5. Describe how this proposed study abroad program will contribute to the mission of your college and university goals.

6. List strengths and concerns that you see in this program.

Strengths:

Concerns:

7. What kind of support will your college provide to this program?

8. Do you support this program?

a) Yes, without reservations

b) Yes, with reservations (explain)

c) No (explain)

**College Dean**

Name: Signature Date:

**NEW STUDY ABROAD PROGRAM DEVELOPMENT GRANT**

The Study Abroad Office is offering grants for new faculty-led program initiatives. The purpose of the Study Abroad Program Development Grant is to provide funds for Texas State faculty to develop new and innovative study abroad opportunities for our students. The total grant amount for this year is $15,000. Individual grants will be awarded in the range of $500 to $3,000. Grants will be awarded on a competitive basis.

**The following list indicates the type of initiatives that will be considered:**

A. New faculty member *(never led study abroad program at Texas State).*

B. New discipline *(course or content not been offered abroad at Texas State).*

C. New program model *(model never used in the discipline before at Texas State).*

D. New country where Texas State currently does not offer programs.

**This program development grant could be used to cover any of the following:**

1. Exploratory site visit.

2. Program expenses to be used the first year*(s)* as a way to reduce total cost to students and motivate enrollments.

3. A one-time special compensation for faculty for the time invested in the planning and development of a new program *(limit $500).*

4. Other expenses or any combination of the above options.

We encourage all Texas State University faculty and departments to consider applying for this grant. Individual and joint grant applications will be considered.

It is recommended that faculty contact [Ms. Isis de la O](mailto:isis@txstate.edu) in the Study Abroad Office to discuss study abroad plans, as well as attend the workshop related to the development of a new study abroad program.

Faculty interested in applying for this grant must submit a complete application packet to the Study Abroad Office, located at Thornton International House by March 1, 2015.

**A complete application packet includes:**

1. New study abroad program development grant application.

2. Study Abroad Program Feasibility Proposal.

**Applications will be evaluated based on the following:**

• Detailed, organized, cost effective, and consistent with Texas State goals.

• Follows all policies, regulations and minimum standards established by the Study Abroad Office.

• Integrated into the curriculum (it is important that students receive credit that will be applied towards their graduation requirements).

• Location(s) aligned with course content and student learning objectives.

• Opportunity to develop inter-cultural experience among participants and local community, including relevant industries and higher education.

• Sustainable over the long-term.

• Supported and adopted by a sponsoring academic unit.

All grant applications will be reviewed and evaluated by the Study Abroad Advisory-Board and the Study Abroad Office. All applicants and their academic chairs will be notified of the status of their applications by May 1st, 2015.

**NEW STUDY ABROAD PROGRAM DEVELOPMENT**

**GRANT APPLICATION**

***Application deadline: March 1 (year prior to your program)***

**Complete this section only if you wish to apply for the**

**New Study Abroad Program Development Grant**

Faculty member applying for grant:

Faculty member’s rank and title:

Co-applicant, if any:

Type of new initiative (check all that apply):

New faculty member

New discipline

New model

New country

1. **EXECUTIVE SUMMARY**

Please include a one-paragraph summary of your study abroad program initiative.

1. **STUDY ABROAD OUTCOMES**

Outline at least three outcomes you would like to achieve with your program. Consider outcomes that can be easily measured. This section must be as specific as possible.



1. **FUNDING REQUEST**

Indicate the amount you are requesting and how you propose to use such funds.

Exploratory site visit $

Cover program expenses $

Faculty stipend $

Other:       $

How funds will be used to build a sustainable program:

1. **THREE-YEAR STUDY ABROAD PROGRAM PLAN**

**YEAR 1**

Lead Professor:

Other faculty participants, if any:

Expected number of students:

Comments:

**YEAR 2**

Lead Professor:

Other faculty participants, if any:

Expected number of students:

Comments:

**YEAR 3**

Lead Professor:

Other faculty participants, if any:

Expected number of students:

Comments:

If awarded a grant, I agree to follow the policies and procedures of Texas State, offer the new study abroad program within two years, and ensure that all expenditures supported by the grant are used to build a sustainable program.

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Faculty Member Signature Date Faculty Member Signature Date