**FEASIBILITY PROPOSAL GUIDELINES**

**Consider the guidelines below as you draft your Feasibility Proposal:**

**Academic Component:** Study abroad is not designed to replicate the classroom; rather, study abroad programs provide an opportunity to enhance the student’s learning experience. Texas State courses taught abroad must adhere to the same standards as courses taught on campus. A successful study abroad course must have the right balance of classroom/lecture time and field experience; proposed excursions and activities must have academic relevance to the course.

* Ensure your program supports the overall mission of the institution, college, and department
* The learning outcomes of this program should be clear
* Explain how the proposed courses to be taught abroad are connected to the location
* As you plan the cultural experiences in your program, consider opportunities that will enhance global competency

**Cost effectiveness:** Cost can be a significant barrier for Texas State students when considering studying abroad. When designing a program, keep in mind the overall cost without sacrificing quality and safety.

* Consider the cost of this program compare to the cost of studying on campus
* See how the cost of your program compares to the cost of other Texas State faculty-led programs
* When planning your program, it is important to remember that there are many students who depend on financial aid to support their education, and they must maintain full-time status when enrolling in your program
* Keep in mind any services and/or activities that are essential in your program that might be impacting the cost significantly
* Maintain a good balance between the number of faculty and students given the academic and logistical support available
* Maintain a good balance between the number of faculty and students given the minimum and maximum number of students expected in your program

**Program Marketability:** The summer session is the most popular time for Texas State students. Faculty-led programs can be a great option to study abroad for students with limited time and/or with financial limitations.

* When planning your program, consider the minimum number of students required for this program, and ensure the minimum number of students is sustainable year after year
* You program must align with the Texas State academic calendar and students’ degree plans
* Your program must be compatible with students’ degree plans, so ensure that the program offers courses that attract enough prospective students year after year
* Explore with other academic department the possibility to cross-list courses
* Aim for your program to fit a needed academic or geographic niche not currently available to Texas State students
* Prepare a good continuity plan for your program

**Health and Safety:** The health and safety of our students, faculty and staff is the top priority for Texas State. Some destinations present higher level of concern due to their geographic location, government instability, crime, health and sanitary conditions, etc. Faculty must take in consideration the current conditions of the proposed destination(s). The Texas State Study Abroad Office encourages all study abroad faculty to stay up-to-date regarding their program destinations by visiting the following websites: [ISOS,](mailto:https://www.internationalsos.com/) [Department of State](mailto:https://travel.state.gov/content/travel/en/international-travel.html), [OSAC](mailto:https://www.osac.gov/Pages/Home.aspx%23).

* It is important to be familiar with the area, specifically where the students will be lodging, going on excursions, etc. Consider visiting the area if you haven’t already
* Explain what resources are available to participants (i.e. hospitals, clinics, embassy, etc.)
* Selecting a full-service third party provider who will be available for 24/7 assistance is required
* Request your full-service third party provider to give you a copy of the emergency response procedures they have in place
* The proposed location of your program must not be considered high-risk (level 3 or 4) according to the Department of State
* Any potentially high-risk activities planned for this program must be essential to the academic objectives of this program, and an explanation must be provided before the specific activity is approved