STAB Program approval process

This application must be completed and approved for all Savannah State University faculty-led study abroad short-term programs, including alternative fall and spring breaks and summer sessions.

Annual Submission Deadlines: September 15, 2019

New Faculty Submitters: Be sure to meet with International Education Center to schedule Program Manager Certification prior to submitting a new program proposal.

Returning Program Managers: Returning Program Managers must meet with the Study Abroad Coordinator to discuss new procedures, changes in previous programing, updates to information, etc.

Education Abroad Advisory Committee: The Education Abroad Advisory Committee will review all proposals submitted for approval. Program Managers will receive a letter via email with the committee's decision from the Study Abroad Coordinator.

The following selection criteria will be considered when reviewing your proposal:

1) Completeness of Proposal: All requested information is included on time with required signatures (10 points).
2) Academic Rigor: Provide a syllabus for each course that clearly defines course objectives, assignments, learning outcomes, and evaluation methods. Be sure that objectives include intercultural learning goals and that the itinerary and activities complement learning goals. The contact hour worksheet is also required for this section (up to 30 points).
3) Budget: Budget includes price quotes from vendors, complete contact information for partners abroad, contact and location information for short-term residence, and any additional vendors as needed (up to 20 points).
4) Innovative Program Concept Design: Program is interdisciplinary, effectively incorporates service-learning, internships, research, and/or home-stays, and/or travels to less common destinations. Address how this particular program aligns with the University Strategic Plan (up to 15 points).
5) Diversity: Program fits well into disciplinary and geographic diversity of programs offered in, as well as the strategic plans of, the department, the college, and the university offerings (up to 10 points).
6) Safety: Proposal adequately addresses potential safety and/or liability hazards, and identifies with contact information the local emergency facilities for both mental and physical health standards (5 points).
7) Knowledge and Experience: Program Manager is knowledgeable about the country and culture to be visited (including language ability/previous experience) and has demonstrated a commitment from local partners (up to 10 points).
8) Previous Successes: Program Manager has an established record of effective program management – or has an outlined plan – including recruitment, following policies and procedures, conducting orientations, balancing budgets, and good program evaluations from students (up to 5 points).

Scoring Matrix for Program Proposal

	Not well addressed	Weak	Adequate	Well Addressed	Strong
5 point items	0	1-2	3	4	5
10 point items	0-1	2-4	5-6	7-8	9-10
20 point items	0-3	4-8	9-12	13-17	18-20
25 point items	0-5	6-10	11-15	16-20	21-25

Completeness of Proposal (0-10 pts):   For sections 1-20 – either 0 or 10 points

Academic Rigor (0-30 pts):   For sections 6, 7, 8, 16, 17 – give a complete course syllabus, define course goals, objectives and learning outcomes, show how all excursion hours equate to contact hours for the overall program, be sure to align requirements to the University Strategic Plan, demonstrate how intercultural learning is measured throughout the hands-on components

Budget (0-20 pts):   For section 18 – show how each section of the budget breaks down into the sheet provided, give internet research where possible and in-country contact information for cost where available

Innovative Program Design (0-15pts):   For sections 1, 4, 5, 8 – discuss how the program will cover not only your area of expertise but intercultural education through community outreach opportunities

Diversity: For sections 9, 13 – demonstrate how students will experience diversity from their own particular backgrounds, how the cultures will be different from the typical Savannah State University experience and how the new culture will broaden their world view.

Safety: For sections 15, 19, 20 – explain how you will convey the best ways to stay safe while visiting a foreign country and where the best places are to receive help if needed.

Knowledge and Experience: For sections 3, 9, 10, 12, 13 – whether or not you have spent a lot of time in this particular region is not the most important piece of this criteria, what is most important here is your knowledge and experience in your particular area of study and how you will utilize the excursion to accentuate the current course curriculum and how it can be integrated

Previous Successes: For sections 2, 10, 11, 14 – while you may not have been measured on a recruitment basis, discuss how you were able to excite those in your class about a particular subject and how those same ideas may translate into students being interested in the program – in this particular criteria, it is also encouraged to work with the International Education Center for assistance

Study Abroad Program Proposal

1) Program Title (how you want this program to be promoted):

2) Submitting Program Manager (provide name, department, phone, and email address):

3) Program Manager Role: I acknowledge that the role of the program director requires administrative tasks such as financial management, travel planning, document acquisition/submission, training attendance, student orientations, and other duties in addition to the role of teaching faculty. I agree to fulfill these duties in my responsibility as program director.
   Initial here:

4) List the country or countries the program will visit:

5) What are the proposed dates of the program:

6) List the program Goals & Objectives. How do these Goals & Objectives align with the mission of Savannah State University and the goals for your division of the university?

7) List all course prefixes, numbers, titles, and credit hours that will be offered as part of your program:

8) Due to financial aid constraints, a summer program must offer at least 6 credit hours so that students may receive assistance. How many credit hours will you teach and how many hours do you recommend as a maximum number of hours to successfully complete this program? (Remember, a student may take an independent study course, however, it needs to be arranged prior to registration.)

9) Describe your familiarity with the country/region in which you will be traveling and studying.
   Note: the IEC will use some of this information for program promotion

10) To maximize university resources and provide affordable programs for SSU students, required program enrollment is 6-12. Any program that enrolls more than 12 students may require a program supervisor – any SSU faculty/staff member that doesn't teach classes, but assists in daily management (student supervision, dispersing and returning of funds, scheduling academic activities, leading host country excursions, other duties as assigned). The supervisor must be approved AND be certified by the IEC staff.
    Initial here:

11) How do you plan to recruit students and promote your program on campus? How many hours per week can you dedicate to recruiting students to enroll?

12) If this is a new program, will you conduct a site visit, and if so, please include anticipated dates and a proposed budget for the visit (this application does not guarantee the new program as approved). If this is a previous program, what – if any – changes will be made to the original agenda?

13) Describe the housing situation for participating students:

14) Prior to leaving, a pre-departure orientation must be scheduled with the Study Abroad Coordinator and all program participants to discuss expectations, culture shock, safety precautions, etc.
Initial here:

15) After returning to the US, a post-trip meeting must be scheduled to allow a debriefing of the course, prepare for return culture-shock, discussion of person growth and change, etc. It is recommended that the Study Abroad Coordinator participate to assist in discussion facilitation, but it's not required.
Initial here:

16) For each course offered, supply a syllabus to include the standard SSU course policy verbiage related to attendance, classroom etiquette, academic integrity, academic honesty, plagiarism and cheating, and accessibility and compliance.

17) The Board of Regents requires 37.5 contact hours for every 3 credit hour course, following the standard classroom hours. If formal classroom contact hours are less than 37.5 on a study abroad program, these hours can be supplemented with excursions and/or other experiential educational activities.
Experiential hours, such as visiting a museum or community service activities should be related to the learning objectives of the program and are counted at half-time. Experiential cultural excursions should not constitute more than half of the total number of contact hours for any course.
Contact hours cannot be simultaneously counted toward more than one class.
If your program has a community service component incorporated into the itinerary, you must complete a specific number of service hours while in country. Please clearly show your service hours in your list of activities. They can be listed as experiential hours.
If you need assistance, your Study Abroad Coordinator can assist you.

18) The program budget must be completed and submitted on the official form. If you have an official break down from a supporting institution and need assistance sorting the specific budget divisions, your Study Abroad Coordinator can assist you.

BUDGET SHEET
FOR STUDY ABROAD PROGRAMS
NOTE: Every program will vary. Program Directors must complete accordingly.

Institution: Savannah State University
Program Title:
Faculty:
Dates of Program: **Number of Students:**
Program Fee: **Credit Hours:**

Program Fees	Cost per Student	Totals	Comments
Abroad partner fees to include guest lecturers, excursions, special meals, etc.	$	$	
Administrative Fees Abroad including Visas	$	$	
Study Abroad Insurance	$	$50.00	estimate
Housing	$	$	
Meals	$	$	$100/week
Transportation (a) airfare (b) land travel	$ $	$ $	
Cultural / Historical Excursions	$	$	
Books & Supplies	$	$	
Other: including fees for facilities and equipment	$	$	
Reserve Fee (USG requirement)	$	$	5% of travel expenses
Other Expenses (including promotional materials)	$	$	
Subtotal	$	$	Travel expenses
SSU Fees			
Tuition (based on 6 credit hours)	$971.58	$971.58	Based on 6 credit hours, subject to change
SSU Institutional Fee	$ 202.00	$202.00	
SSU Technology Fee	$50.00	$50.00	
	$ 1223.58		Travel + tuition, based on 6 credit hours

CONTACT HOUR SHEET
FOR STUDY ABROAD PROGRAMS

NOTE: Every 3 credit hour class requires a total of 37.5 hours of contact. Tours and internships are counted on a 2:1 basis (i.e. 2 hours of a landmark tour = 1 contact hour). Dates can be weeks of covered topics or specific days if you have scheduled events planned.

Institution: Savannah State University
Class Number:
Class Title:
Faculty:
Credit Hours:

Dates	Syllabus topics covered	Classroom hours	Excursion hours	Total contact hours
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total contact hours for credit:				0

19) By initialing the following items, I acknowledge receipt and understanding of the **IEC Procedures Manual for Program Managers** and have attended the **Study Abroad Program Manager** training. I agree to be responsible for all of the following**:**

a) _____   Completeness of this proposal

b) _____   Budget
    a. _____   Adequate student housing (must meet the minimum of on-campus housing requirements: 1 bed per student, shared bathrooms is OK as long as male and female are separated)

c) _____   Diversity
    a. _____   Be aware of cultural differences and highlight those in interest meetings with students preparing to attend the program

d) _____   Safety
    a. _____   Be aware of Department of State Security warnings
    b. _____   Knowing how to locate students quickly when necessary (cell phone communication apps or group texting is preferred)
    c. _____   Keeping student emergency folders with you and accessible at all times
    d. _____   Understanding how to respond in emergency situations – locating the nearest embassy, medical facilities, and police departments – and sharing it with traveling students

e) _____   Understanding the biggest difference between the program manager (expected to lead classes) and the chaperone (required to attend cultural/group outings) as planned as part of the program. At no point is the chaperone to substitute as a professor

f) _____   Innovative Program Design
    a. _____   The place matters - integrating locations and learning objectives within the syllabus for a study abroad program is integral to a successful outcome for participating students

g) _____   Academic Rigor (meeting all accreditation requirements)
    a. _____   While in-country partners can add to instruction hours as guest speakers to events and bring alternative insight to particular subjects, all program managers are expected to teach according to the syllabi provided in this packet and will lead instruction similarly if the professor was teaching a course stateside
    b. _____   The course contact hour breakdown lecture portion are lecture times that the program manager of record guarantees to lead for that course

h) _____   I understand that if I have not made progress toward securing housing, integrating the program curriculum, connecting with in-country resources such as universities, sites related to the curriculum, and in-country ground transportation companies, by the start of the spring semester, the International Education Center reserves the right to intervene and take actions to best serve our students

20) Primary in-country contact information – this may be an agency, a college, a host family – but someone the students or SSU may contact in case of an emergency – preferably where the student will be staying for the majority of the trip:
Name:
Email:
Phone Number:
Physical Address:
Mailing Address (if different):

21) Safety & Medical in-country contact information – this can be the local hospital, mental facility, on-campus resource center – someone that can assist in case of an emergency:
Name (can be facility or person):
Email (or website address):
Phone Number:
Physical Address:
Mailing Address (if different):