

## Appendix A- Proposal for PSU Faculty-Led Group Study Abroad Program

Faculty Leader: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Dates of the Program: \_\_\_\_\_ Destination Country(ies): \_\_\_\_\_

Are you in a tenure/tenure earning position? \_\_\_YES \_\_\_NO

Are you on a standard 9 month faculty contract? \_\_\_YES \_\_\_NO

Minimum Number of Student Participants: \_\_\_\_\_ Maximum #: \_\_\_\_\_

Est. Program Fee per Student without tuition: \_\_\_\_\_

Does this price include airfare? \_\_\_YES \_\_\_NO

Are the students receiving funds from a source other than IPSO stipends? \_\_\_YES \_\_\_NO

If yes, how much and from what source? \_\_\_\_\_

Does this program include a home stay for students? \_\_\_YES \_\_\_NO

How will faculty expenses be paid? \_\_\_\_\_ budgeted into student cost (provide details in the budget)

\_\_\_\_\_ paid by faculty

\_\_\_\_\_ grant or other funding (provide details)

Will the Program award PSU Credit? \_\_\_YES \_\_\_NO If Yes, How many credits? \_\_\_\_\_

Has a Graduate and Continuing Studies Course number for this Program been assigned.

\_\_\_YES \_\_\_NO If not, why not? \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

**A course syllabus** must be attached to this application if the Program includes academic credit.

If relevant, **a letter of agreement** with a university, school, company, etc. must be submitted with the application.

### On separate sheets of paper, please include the following items:

1. A brief description of the course and itinerary, including a rationale for chosen location, a description of the degree of immersion in culture and language on site, and a description of the benefits for the students.
2. A complete budget including proposed deposit dates and payment deadlines. A refund policy for the program with dates and percentages/amounts, and a list of which faculty costs will be covered.
3. A program design statement which addresses:
  - a. Plans for program promotion, target audience and student selection criteria. All promotion must be approved through IPSO. Include a copy of the program brochure and text of the program website and program announcements that you plan to use.
  - b. Plans for pre-departure and in-country preparation of students
  - c. Plans for travel – will the students travel together as a group? Be met at the foreign airport? Be expected to make their way to their destination independently? What will the faculty leader's role be in travel arrangements?
  - d. Overview of how safety, health, and security will be managed on site (e.g. Where can students receive health care? How will accommodation and local transportation be handled with safety in mind?) Identify risks associated with the program site and program activities and how that risk will be managed.
  - e. Housing arrangements for participants and leaders (It is recommended that faculty leaders be housed with or nearby participants. If housed at a distant location, justify.)
  - f. Plans for supervision of students during the program & plans to address student conduct and disciplinary issues.
  - g. Contingency plans. In the event that things do not go as planned, or that something happens to you as the group leader while abroad how will the program proceed?
  - h. The expected learning outcomes of the program, referring to outcomes listed in appendix L.
  - i. How the program will be evaluated. Include information on any departmental evaluations that will be conducted.

**This program and faculty leader will receive administrative support from the academic department, and the program is approved by:**

\_\_\_\_\_  
Faculty Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Date