



**Office of International Initiatives
Call for Proposals
2015 Study Abroad Programs**

The Office of International Initiatives is requesting proposals for Study Abroad Programs for 2015. Study Abroad programs will be chosen on a competitive basis. A committee will rank the proposals based upon how well the proposal meets the Criteria for Study Abroad Programs listed below. The top ranked proposals will be offered for that year. Any questions can be directed to the International Initiatives Office, 103 Meade Hall 549-2135.

Faculty members should submit a complete proposal to the Office of International Initiatives. Proposals will be accepted until **5:30pm, 12 June 2014**. A complete proposal will consist of

- 2015 Study Abroad Proposal Form, available on the International Initiatives Website, http://www.selu.edu/acad_research/programs/ii/study_abroad/study_abroad_faculty/index.html including signatures of participating faculty members and their respective Department Heads.
- Syllabus for each course being offered.
- A table for documenting 2,250 minutes of academic content for each course, also available on the International Initiatives Website given above.
- A tentative daily itinerary of activities covering all program and trip dates. The itinerary should include a listing of orientation sessions, pre-trip meetings, trip dates, and post trip date activities.
- A description of what will be included in the students' mandatory course orientation and estimated dates of orientation sessions. The director of International Initiatives will speak to your study abroad group during one of your early orientation sessions. This is a 15-20 minute presentation and will focus on the importance of international education, student conduct requirements, appropriate representation of our nation, state, and university while abroad, cross-cultural communications and experiences, travel safety, payments, withdrawals and refund issues, insurance, etc.
- A brief narrative separately addressing each of the following eight criteria. The proposals will be ranked based upon this narrative.

Criteria for Study Abroad Programs

It is possible that not every sub-criterion will apply to every program. The narrative should address those criteria that are relevant to the proposed study abroad experience. Percentages represent the weight of the category in the evaluation rubric.

1. Mission, Objectives and Purpose (20%)

- a. Institutional goals: The proposal relates to the University goals expressed in Vision 2015 (<http://www2.selu.edu/documents/docs/vision2015.pdf>).

- b. Purpose: The program has a clearly-defined purpose and clearly-defined academic and/or experiential goals.
- c. Appropriateness: The focus of the program is appropriate to the site chosen.
- d. For programs that have run in the past, an explanation of any prior problems encountered and how they were handled.

2. Student Learning and Development (10%)

- a. Student Development: The program provides opportunities that encourage student development (e.g., leadership skills, service orientation, maturity, tolerance for ambiguity, growth in cultural awareness).
- b. Learning Outcomes: The program fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, site, and program goals.
- c. Language and Intercultural Development: The program provides language and intercultural development opportunities appropriate to its mission.
- d. Intrapersonal Development: The program includes opportunities for reflection during and after the experience.
- e. Assessment: The student learning outcomes and overall student experience are assessed at the program's conclusion so that subsequent programs are improved based on this assessment.

3. Academic Framework (20%)

- a. Length: The length of the program is appropriate to the amount of credit granted.
- b. Academic Guidelines: Policies on enrollment changes, withdrawal, and the awarding of academic credit are clearly stated.
- c. Academic Coursework: The program is academically rigorous and provides an inter-culturally enriching learning experience.
- d. Academic Evaluation: Students are evaluated by methods that measure how the site is used effectively in the integration of readings, site visits, discussions, and cultural activities.
- e. If the course(s) are typically offered on campus, attach a recent copy of the regular syllabus.
- f. Cross-listed courses: For cross-listed graduate courses, the distinction between the requirements for graduate students and undergraduate students is clear.
- g. Field Study: The program makes effective use of the host locations for structured experiential learning.

4. Extra-Academic Framework (10%)

- a. Faculty and program sponsors should consider carefully the number of sites proposed to visit, their geographical proximity to each other and the time spent traveling between them. More emphasis should be given to having full, in-depth experiences at each site rather than on "seeing everything" by visiting multiple sites and spending only short amounts of time on each site.
- b. Faculty and sponsors should justify the amount of travel proposed. Visiting a large number of sites and/or countries does not necessarily provide an optimal educational experience.

5. Preparation for the Learning Environment Abroad (10%)

- a. Orientation: The program provides orientation for students prior to departure and upon arrival that includes discussion of the academic program, health and safety issues, adjustment to the host culture, and information about the host location and society.
- b. Ongoing Orientation: The program provides students with a continuous “orientation” to the host culture by providing them with information about the host location and culture in order to maximize their experience and learning.

6. Student Selection and Code of Conduct (10%)

- a. Student Selection: The prerequisites, recruitment and selection processes are transparent, published, and fair and consistent with general institutional standards and the specific criteria that program leaders may choose for their program.
- b. Recruitment: A thorough recruitment plan that addresses source of students and methods of recruitment is provided. Previous enrollments or anticipated enrollments should be included.
- c. Affordability: The program seeks to keep the program affordable for the greatest number of students.

7. Health, Safety, and Security (10%)

- a. Safety and Security: The program follows appropriate safety and security policies.
- b. Local Resources: The program has contact information at the location to assist with emergencies and health and safety issues, including the police, U.S. overseas representatives, physicians, hospitals, and mental health professionals.

8. Budget (10%)

- a. Appropriateness: The proposed budget seems sufficient, but not extraordinary, for the nature of the activities.
- b. Emergency funds: The proposed budget includes sufficient overages so as to allow for an adequate emergency fund. Unused emergency funds will be transferred to the University after the trip is concluded.
- c. For programs that have run in the past, include information on prior enrollments.