



Northwestern Oklahoma State University Study Abroad

Faculty-led Study Abroad Course Proposal

Study Abroad is committed to providing a wide range of programs which align with the academic mission of the University and increase access to study abroad opportunities for our diverse student population. Faculty-led study abroad programs provide a unique opportunity to enhance NWOSU curricula through infusion of an international learning environment into specific courses.

We invite faculty, with the support of their department, to submit proposals for a study abroad program. All proposals will be considered. However, to build on the strengths inherent to faculty-led study abroad programs, preference will be given to proposals which address one or more elements of the competitive priorities listed below.

Competitive Priorities:

- The proposed course(s) fulfill(s) a major degree requirement or university core course
- The program can attain the target student enrollment of at least 8 students
- The program includes an undergraduate research component resulting in “creation of knowledge” with the development of students’ skills, knowledge, and career preparedness

DEADLINE FOR SUBMISSION: One year prior to the proposed departure date

INSTRUCTIONS:

- 1. Submit a paper copy of the complete proposal packet with original signatures to a member of the Study Abroad committee or campus mail the paper copy to *Study Abroad Committee*.**
- 2. The complete proposal packet must be received by the deadline of one year prior to the proposed departure date.**

A complete proposal packet includes:

- ✓ Completed proposal form signed by your department chair. Programs with two faculty proposing from different departments require the signatures of both department chairs.
- ✓ Course descriptions and syllabi for all program courses. Signature from the department/division chair verifying that the course number and requirements are accurate.
- ✓ Tentative program calendar/itinerary. The calendar/itinerary should include dates or number of days in all locations, including proposed excursions. The itinerary may be incorporated into the structure of the syllabus if preferred.

IMPORTANT NOTES:

1. Incomplete proposals will not be considered. Paper copies may be dropped off at any Study Abroad Committee member’s office or submitted via campus mail to the Study Abroad Committee. After receipt, completed proposals will be forwarded on your behalf to the Study Abroad Committee for review and ranking. The committee serves to make a direct recommendation to executive administration. Final decision for the trip is subject to Dr. Cunningham’s and Dr. Hannaford’s final approval.
2. Minimum enrollment requirements: to maximize university resources and provide affordable programs for NWOSU students, our target enrollment for all courses is a minimum of 8 students. In



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the selection process, priority will be given to programs that can attain the target enrollment of 8 students.

3. Course information must be accurate. Course details for selected programs will be forwarded to the Office of the Registrar and departmental chair September 1 for inclusion in the course catalog.
4. Notification of proposal decisions will occur within the first two weeks of the fall/spring semester respectively. Advertising University sponsored trips prior to approval will negate (negatively impact) proposal.
5. Faculty are responsible for fundraising and budgeting the trip. The University and the Study Abroad Committee does not assume financial responsibility for this program.
6. Faculty who teach University approved study abroad course are paid at the adjunct faculty pay scale and are based upon number of students enrolled for credit.

General Information

Faculty Group Leader:

Name:	
Title:	
Department:	
E-mail:	

Study Abroad guidelines recommend a student to faculty ratio of 8:1 depending on the level of on-site logistical support. If your program is intended to serve more than 8 students, you may consider including a second faculty member.

Will this program require a second faculty member? yes no

Name:	
Title:	
Department:	
E-mail:	



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Basic Course Information:

Title of Course:

Proposed Course Location(s):

Proposal timeframe*: Summer Interim
 Winter Interim Abroad
 Spring Break Abroad

Minimum number of participants: _____ Maximum number of participants: _____

For repeat programs only: In which years has this program been offered?

Program type: classroom experience field school other (explain)

*Please refer to the Master Calendar when planning your trip. University policy states that NWOSU faculty led programs occur outside of the normal 3 semester timeframe. Trips must be coordinated with other University sponsored trips.



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Course Information

Please list the title, number and instructor of all proposed courses to be offered as part of this program.

This section of the application can be completed with the assistance of an academic advisor in your department.

Title and Number:	
Instructor:	
Requirements met:	<input type="checkbox"/> major required course <input type="checkbox"/> major elective <input type="checkbox"/> university core: _____ <input type="checkbox"/> other: _____
Course pre-requisites (must match on-campus requirements):	
Has the course and syllabus been approved by your department/division? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> pending _____ date	

Are there other courses being offered during this trip?

Title and Number:

Instructor:

Requirements met: major required course major elective
 university core: _____ other: _____

Course pre-requisites (must match on-campus requirements):

Has the course and syllabus been approved by your department/division? yes no
 pending _____ date

Your attached syllabus for the Study Abroad Course should include:

- __a. A course number approved by your department/division
- __b. Campus contact information for all faculty participating
- __c. Date and location of pre- and post-trip meetings. Date and Time of these meetings is required. (Regents requirement)
- __d. Course Description
- __e. Texts for readings or, if a reading packet of journal articles, bibliographical data
- __f. Measureable course objectives/competencies
- __g. Assignments, activities, assessments. Be certain to include how you will assess what the students know, understand, and are able to do. Were your course objectives met? How do you know? How will the grade be determined?
- __i. Itinerary of the trip. It must be complete enough that students can tell what they are going to do every day – include total contact hours.
- __j. Cost of the trip and how they may pay it out, including when payments are due
- __k. Immunizations for travelling to that location, if applicable; suggest that the student discuss this with his/her medical professional.



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Program Details

In order to ensure that the review committee gives your proposal consideration, please type in your answers below.

Rationale for Conducting Course Abroad

1. Please explain your rationale for choosing the course(s) and the proposed location(s). How do you expect the location(s) to influence your teaching and student learning? What are your academic and program goals?
2. If applicable, please describe all of the proposed excursions (day or overnight trips outside the program location) and their connection to the academic focus of your course(s).
3. How does the proposed program fit departmental and college/school/unit goals for providing international experiences for students?

Safety and Security

4. Please describe the means of transportation to the proposed excursion(s) and address any potential safety concerns related to the travel, activities or destination of the excursion(s).
5. Please describe any health, safety, or security considerations related to the location you are proposing and how they may impact the program. You may wish to review the following resources: U.S. Department of State and Centers for Disease Control and Prevention.
 - a. Is the program location currently listed under travel warnings with the U.S. Department of State or the CDC Travel Health Notices? (Yes or No)
 - U.S. Department of State Travel Warning - <https://travel.state.gov/content/passports/en/alertswarnings.html>
 - CDC Travel Health Notices - <https://wwwnc.cdc.gov/travel/notices>
 - b. Describe the policies and measures the program will take for mitigating any specific health, safety, and security risks identified above. Include any relevant information about local support staff and any related training or experience for managing health, safety, or security issues.



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Recruitment and Pre-program Preparations

7. Which student population(s) are you targeting and why will this program (course and location) appeal to them academically and personally? Approximately how many students comprise your target population at NWOSU?

8. What avenues are open to you through your department and college/school for reaching your target group(s)? (i.e. listserves, newsletters, informational sessions, classroom presentations, events, lectures, etc.) Who are key contacts in your department who will assist with recruitment?

9. Do you have any commitments that will take you off campus for more than three weeks consecutively during the academic year prior to the program? If yes, please explain.

Related Previous Experience

10. Please briefly outline your experience teaching the proposed course(s) or similar courses at NWOSU, any experience teaching U.S. students in a foreign setting, or other similar teaching experience.

11. What is your experience in the proposed location(s)? When was the last time you visited this location, and for how long?

12. For repeat programs only: please describe any changes you intend to make to the structure or academic content of the program compared to prior years, if applicable.

Program and Budget Details

13. Budget: How much will the trip cost? Please provide an approximate budget with airfare, other transportation, accommodations, food, tours, excursions, tips, extra fees and incidental expenses and travel insurance. Do you have a documented budget plan for students?

14. Tuition & fees for this course (remember that tuition for course credit is separate from trip cost).

15. Other than NWOSU are there any other organizations sponsoring this trip? Will you receive compensation for the trip?

16. Are you using a travel company to assist with your trip? If so, what study abroad travel company will you use? Are they reputable? What are the expectations of the travel company? What kind of reviews have they received?



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Faculty Member Agreement

If selected to teach this program, I agree to read, and will carry out the responsibilities described in the *Northwestern Oklahoma State University Faculty Handbook* as well as additional responsibilities, as a Study Abroad Faculty Program Leader. These responsibilities include, but are not limited to, the following:

- Submit an addendum to this proposal should any significant portion of the program change (i.e. changes to course content, excursions or program activities); before the stipulated deadline and prior to departure.
- Be on campus during the semester prior to the program and actively recruit students to participate in the program;
- Be on campus during the semester prior to the program to provide pre-departure orientation(s) for admitted students;
- Attend designated Study Abroad committee meetings during the year prior to the program's departure
- Strongly encourage students to complete a Study Abroad program evaluation. I understand that these evaluations will be circulated to Study Abroad staff and my department chair;
- Submit grades for each student at the end of the program, by the University's stipulated deadline for that term; and
- Submit an evaluative report of the program within 45 days of program completion.

Printed name: _____

Date: _____

Signature: _____



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Endorsement of Department/Division Chair

Your signature below indicates that the department endorses this program proposal and agrees to the following:

- a) Support the program through promotional activities, academic advising, course scheduling, and verification of participant registration in program courses.

- b) Fund the salary for the faculty leader(s) of this program.

Student participants will be assessed a program fee that includes the following costs for the faculty program director(s) travel (both international and program-related local), international medical insurance, accommodations, stipend for meals and incidental expenses, and program activities.

Submit the complete proposal packet to the Study Abroad Committee one year prior to the proposed departure date including this section.

Endorsement of Department/Division Chair

Department Chair (please print) _____

Signature of Department Chair _____

Date _____



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Endorsement of the Study Abroad Committee Chair(s)

Your signature below indicates that the Study Abroad Committee has reviewed and endorses this program.

Endorsement of the Study Abroad Committee Chair

Committee Chair _____

Signature of Chair _____

Date _____

Endorsement of the Study Abroad Committee Chair

Committee Chair _____

Signature of Department Chair _____

Date _____



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Study Abroad will obtain the following signatures.

School Support

Endorsement of Dean:

Please rank this proposal in order of priority to the college/school.

- Endorsed
- Not endorsed

Assigned rank: _____

Dean (please print) _____

Signature of Dean or designee _____ Date _____

Vice President for Academic Affairs

Endorsement of Vice President for Academic Affairs:

- Endorsed
- Not endorsed

Signature of President for Academic Affairs _____ Date _____

President

Endorsement of the President:

- Endorsed
- Not endorsed

Signature of President _____ Date _____

Return this signature page to the Study Abroad committee by _____.

Faculty Notification

Faculty notified course proposal: approved disapproved

Study Abroad committee member signature: _____

Date: _____