***Proposal for Harper College***

***Faculty-Led Education Abroad Program***

***Signature Cover Page***

**I. Program Summary:**

**A. Faculty Leader(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**B. Credit Course (e.g., BIO 150): \_\_\_\_\_\_\_\_\_\_\_\_\_ C. Dates of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**D. Brief Description of the proposed program and its learning objectives:**

**II. Signatures:**

**Prior to scheduling a Proposal Review meeting with the Director of International Education, be sure to have collected approval signatures from your department chair/program coordinator and your division dean.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair/Program Coordinator and Date Division Dean and Date**

**Comments/Recommendations:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director, International Education and Date Associate Provost and Date**

**Comments/Recommendations:**

**FINAL APPROVAL FOR PROGRAM AND ASSOCIATED PAYMENTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Judith Marwick, Provost / DATE Dr. Kenneth Ender, President / DATE**

**I. Program Information**

A. Faculty Contact Information:

Name:

Department and Division:

Email:

Telephone:

B. Program Title

C. Program Term / Dates

D. Program Site(s)

E. Program Overview and Objectives

F. Program Audience

* Is enrollment limited to Harper College students? Or would you be willing to accept students through the Illinois Consortium of International Studies Programs (ICISP)?
* What types of students will be interested in this program?

G. Program / Course Description

* All credit through the Harper College Education Abroad programs becomes part of the student’s grade point average.
* All courses must have an accompanying Blackboard shell which will serve as a repository for all relevant student and parent information. Coordinator of International Studies and Programs must be enrolled in the Blackboard shell as an “Instructor.” It is strongly suggested that students provide access to the Blackboard shell to their parents during their education abroad experience.
* Program Proposal needs to be accompanied by a detailed syllabus, including learning outcomes, student expectations, evaluation plan for student performance, required/recommended readings, and schedule of assignments.

H. Vendor information:

* Provide detailed information on each vendor you will be using (e.g., drivers, accommodations, home-stay providers, excursions). This information should include names, company affiliations, payment requirements (i.e., bank transfer and/or account numbers) and estimated timeline of payments, and promotional information (e.g., website, brochures).

**II. Course Information**

The following information will help in appropriate student advising and counseling:

A. Will instruction be provided solely by the US institution’s faculty and/or Harper College faculty, or will faculty or lecturers from host institutions provide instruction as well?

B. If any courses are offered in a language other than English, what are the prerequisites for a student to enroll and how will student preparedness be assessed?

C. What is the total number of credits per course?

D. Are there pre-requisites for any course?

For the following points, and especially for faculty-led programs, the Coordinator of International Studies and Programs can help with proposal preparation in guiding the department or faculty member around non-curricular issues. We do not have sufficient resources to make site visits, research hotels, bus companies, or undertake other logistics abroad. Strong partnerships with international organizations (EF College Tours, Casterbridge, CIEE) with whom we will work abroad can be the basis for proposals.

**III. Risk Assessment and Logistics**

* For faculty-led programs, provide a brief description of program environment, including information about the partner institution abroad, and logistical arrangements which address issues of health, welfare and security of students, including any issues about both health and safety which might compromise the program delivery and/or put students at risk; the plan for in-country safety and risk management; the recommendation for regular and emergency medical care; provide a contact with the partner institution abroad who can communicate in English with Office of International Education staff.

*If you are not working through a third-party program provider who will customize the program, it is advisable that either the faculty member or an Office of International Education staff member has visited or will visit the proposed program site.*

**IV. Student Recruitment Plan (specific to Harper College faculty-led programs)**

* List the key elements of outreach and how they will be implemented (e.g. posting on the International Studies and Programs/department websites, classroom presentations, printed material, electronic announcements, etc.).
* Are there specific timelines for outreach, application deadlines, etc?
* If the program is cancelled for lack of sufficient enrollment, what is the alternative plan for students to meet their academic goals?

**V. Detailed Itinerary and Syllabus (specific to Harper College faculty-led programs)**

* Provide as detailed a schedule as possible at this point of development, including orientations, coursework, suggested field trips, etc. This is particularly important to help students make decisions whether the program can be a consideration based on logistics and timing. It is also a central part of the application advising process. *Please attach a syllabus of this particular course to the application.*

**Please note that prior to departure, the following information will need to be filed with International Studies and Programs:**

* **Completed student applications with medical history, copy of passport, and emergency contact information.**
* **Faculty forms, including medial report, copy of passport, and emergency contact information.**
* **Itinerary with full addresses and contact information for each accommodation, and all travel information during the program (including name of company/organization and contact information).**

**Budget Worksheet (specific to Harper College faculty-led programs)**

The following template is provided as a worksheet. Your budget should be as detailed as possible and incorporate all faculty expenses, including travel, within the individual student cost.

Estimated number of participants \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Student costs** | | |
| Transportation | Round trip airfare to destination |  |
|  | Airport transfers |  |
|  | Local transportation at Study Abroad site |  |
|  | Cost of faculty transportation included (per student) |  |
| Accommodation | Cost per night X number of nights and total cost charged per student |  |
|  | Faculty cost distributed among number of students |  |

|  |  |
| --- | --- |
| **Faculty costs** | |
| Round trip airfare to destination (if not included in student costs) |  |
| Accommodation (if not included in student costs) |  |
| Airport transfers |  |
| Other (please specify) |  |

|  |  |
| --- | --- |
| **Other expenses** | |
| Entrance fees to museums, art galleries, and field trips |  |
| Other contractual services |  |
| Harper tuition and fees |  |
| Educational materials, including textbooks |  |
| Other (please specify) |  |
|  |  |
|  |  |

Approximate total cost to student: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director Comments/Recommendations**

**Approve as-is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approve with modifications (no need to resubmit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revise and resubmit (per recommendations below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deny (for reasons specified below): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rationale for decision:**

**Director signature Date**