

## STUDY ABROAD FACULTY-LED PROGRAM PROPOSAL

A completed proposal will include the following:

### 1. COVER PAGE:

- The program title and brief paragraph program summary.
- Program Leader Qualifications.

**2. COURSE OFFERINGS:** Share information about the course(s) that will be taught on this program.

**3. ITINERARY:** Include exact location(s) of the proposed program, and detailed information about the destination(s) and transportation mode(s) for day trips or longer excursions

**4. DETAILED PROGRAM DESCRIPTION:** Write a description of the proposed program, addressing the following:

- Logistics;
- Academics;
- Health and Safety.

**5. ORIENTATION AND RE-ENTRY PLANS:** Please describe your orientation and re-entry programming.

**6. ESTIMATES AND BUDGET:** Include: airfare, accommodations, ground travel, admission fees, guest lecturers, facility charges, health insurance, and any formal events. Indicate number of participants on which the cost estimate was based.

**7. MARKETING AND PROMOTION PLAN:** Include advertising materials, branding and marketing plan, advertising platforms and recruitment timeline.

**8. PUBLIC SERVICE COMPONENT: (optional)** If this program has been approved by the Center for Public Service as fulfilling the second-level Public Service requirement, please attach the approval letter.

**9. LETTER OF SUPPORT FROM DEPARTMENT CHAIRS:** Attach letters signed by the department chair for each faculty member. This letter should support the faculty members' ability to take leadership of the program and confirm support for granting credit for the course offerings listed on the study abroad program.

# STUDY ABROAD FACULTY-LED PROGRAM PROPOSAL GUIDELINES

A completed proposal will include the following:

## 1. COVER PAGE:

- The program title and brief paragraph program summary.
- Program Faculty Qualifications
  - Designated roles: Program Director; Program Co-Leader; Program Faculty;
  - Relevant biographical information of each program leader;
  - CV or resume;
  - Include pertinent information related to the program such as teaching experience, international experiences, experiences working with students outside of the classroom.
- Program Provider or International Partner
  - You may partner with a program provider or international institution
  - If you will be partnering with a provider or international institution, explain why you have chosen this partner.

## 2. COURSE OFFERINGS:

- Provide a list of course(s) that will be taught on this program.
- If possible, include course descriptions and/or (draft) syllabi.
- Please indicate if these courses are also offered on campus during the academic year/summer or if they are designed specifically for the program.
- Please note that programs with the most recruitment success have courses that relate together under a unique theme, yet are also broad enough to recruit students from a variety of departments and/or allow students to complete important requirements towards graduation. Consider this in the design of your courses and the overall program offerings.

## 3. ITINERARY:

- Describe arrival and departure information, including dates, student instructions and modes of transport to and in country.
- Provide an outline of class activities on each day of the trip. These activities should correspond to and support the academic goals of the course. They may include museum visits, service learning, field visits, guest lectures, classroom time, etc.
- Include exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions

**4. DETAILED PROGRAM DESCRIPTION:** Write a description of the proposed program, addressing the following:

### Logistics:

- Provide information about host country entry/visa requirements
- Provide a description of your on-site resources
  - Teaching facilities, academic or cultural resources.
  - Housing/accommodations.
  - In-country contacts

### Academics:

- The program's content, level and disciplinary focus; to which students (level, discipline) will the program be targeted;
- How does the program relate to Tulane's on-campus curriculum or help to strengthen the international emphasis at Tulane?
- Instructional delivery methods to be used: Classroom lectures? Canvas? Tours? Site visits? Guest speakers? How do each of these support the academic focus of the program.
- Does it fulfill the Service Learning requirement?

**Health and Safety:**

- Will the programs format, activities or selected travel or accommodation arrangements potentially limit access for students with disabilities? If so, how will you mitigate these limitations?
- Are vaccinations required for any of the destinations?
- Will students be required to obtain GeoBlue insurance?
- What is your crisis management plan?
- Are there known risks or dangers in your proposed location, including:
  - Poor road conditions,
  - areas of disease,
  - forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.),
  - political or social instability.
  - You may provide this information by printing and attaching current Consular Information Sheets for each target country from the State Department's Web site ([http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)); please account for risks or dangers in all locations visited on your proposed program.
  - \*\*Programs on the US State Department Travel Warning List will need to be approved by the Tulane Travel Committee.

**5. ORIENTATION AND RE-ENTRY:**

Please describe your plan for orientation and re-entry:

- Will the pre-departure orientation be in person, on-line, on site?
- When will it be?
- What information will be covered?
- What plans do you have for student re-entry and reflection following the program?

**6. ESTIMATES AND BUDGET:**

- What is the total estimate of expenses for the proposed program? Consider the following:
  - Airfare;
  - Accommodations;
  - ground travel;
  - admission fees;
  - guest lecturers;
  - facility charges;
  - health insurance;
  - and any formal events.
- What is the estimated cost per student for the proposed program? What do you plan to charge? (The cost will vary based on number of students participating: be sure to indicate number of participants on which the cost estimate was based.)

**7. MARKETING AND PROMOTION PLAN:**

- Advertising Materials: a flyer, webpage, program description for use in marketing, links to social media pages, etc.
- Please write out your branding and marketing plan, including:
  - Advertising Platforms (in-person, info sessions, emails, social media, etc.)
  - Branding: How will you plan to brand the program? (Science and Engineering Program, Public Health, Race and Identity Studies, Pre-Med, etc.)
  - Recruitment Timeline
- Consider reviewing the [University of Washington's webpage](#) with marketing and recruitment strategies for study abroad programs

**8. PUBLIC SERVICE COMPONENT: (optional)** If this program has been approved by the Center for Public Service as fulfilling the second-level Public Service requirement, please attach the approval letter.

**9. LETTER OF SUPPORT FROM DEPARTMENT CHAIRS:** Attach letters signed by the department chair for each faculty member. This letter should support the faculty members' ability to take leadership of the program and confirm support for granting credit for the course offerings listed on the study abroad program.