

GEORGIA STATE UNIVERSITY

**Study Abroad Program Proposal
Workshop**

Housekeeping



This session is being recorded. The link will be shared!



Study Abroad Programs in the Office of International Initiatives
Office of the Provost



This presentation is for you! Use it as a resource!



There will be time for Q & A. At that time:

- 1) Feel free to unmute and ask your questions
- 2) Type questions in the chat



Introductions

Joshua Hudson
Interim Director, Study Abroad Programs



Jennifer Evanuk
Senior Director, Office of International Initiatives

Dr. Jeremy Kopkas,
Administrative Director to the Provost



Agenda

- GSU Study Abroad
- Program Director Eligibility & Benefits
- Study Abroad Program Proposal Steps
- Proposal Considerations
 - Program Details
 - Academics
 - Syllabus
 - Itinerary
 - Logistics
 - Budget
 - Recruitment
- Health & Safety
- Resources & Support
- Next Steps



Who is GSU Study Abroad Programs?

Study Abroad Programs is a division of the Office of International Initiatives.

Our mission is to enable diverse students to participate in safe, inclusive, high-quality, international academic experiences that contribute to their success as students and global citizens. Equally important, we support faculty as they create and lead these programs and serve as a resource to the university community on international education.

Study Abroad Programs uses the Standards of Good Practice of the Forum on Education Abroad, a leading resource in the field of International Education, as a guideline when creating, monitoring and evaluating Georgia State University study abroad programs.

Downtown Campus: Suite 300, Dahlberg Hall
Mystudyabroad.gsu.edu



Faculty-led Programs at GSU

- GSU Faculty-led programs are programs developed by GSU faculty members or departments.
- The faculty member travels with students abroad while teaching a GSU course.
- Usually short-term, 1 – 5 weeks, typically taught during Spring Break, Maymester, and Summer.
- 87.2% of GSU study abroad students did so on a GSU Faculty-led program in AY 2022-23
- Unique opportunity to create a high-impact learning experience that leverages the culture and location.



Program Director Eligibility

- A full-time, benefit-eligible GSU faculty member and qualified to be the instructor of record for courses they will teach abroad.
- Able to exercise a high degree of discretion and responsibility on behalf of the institution while also leading an academically challenging study abroad program
- Well-versed in the location of the study abroad program, either through past experiences living, working or studying there or thanks to a GSU-funded site visit.
- Willing to adhere to the Study Abroad Management Requirements



Benefits of being a GSU Faculty-led Program Director

- It is rewarding to you and the participants!
- Provides interaction with students in a more engaged and meaningful way
- Expands your teaching profile
- Allows for your own international research
- Helps attract and retain students and promotes student success
- Supports graduating globally prepared citizens



Steps to Proposing a Program

1. Review Resources

- GSU [Study Abroad Management Requirements](#)
- [Standards of Good Practice for Education Abroad](#), a leading resource in the field of International Education. Please note that not all the standards necessarily apply to your program

2. Research current GSU Faculty-led program offerings

- Review programs offered in your department/college

3. Speak to your chair about interest in leading a Study Abroad Program

- Review the course you wish to offer and determine the term
- Your college may have additional required steps

4. Discuss your idea with Study Abroad Programs Director

- The most successful programs are those that work with the Study Abroad Programs Team

5. Apply for a Study Abroad Programs Site Visit

- The deadline to apply is May 1st

6. Prepare & Submit your proposal

- New Program Proposal, Course Syllabus, and Budget Worksheet
- Deadline is June 5th



Proposal Considerations: Program Details

- Will you lead the program alone or with a colleague?
- Program name
 - Does the title align with the what is presented in the syllabus?
 - Specificity, Specificity, Specificity
- Program location(s)
 - Why this location? How does this location enhance the course?
- Program Term
 - Spring short-term, Spring Break, Maymester, Summer
- Program Type
 - Traditional Classroom Experience, Research, Field Experience, Internships, Community Engagement
- What is the concept of your program?
 - Academic objectives and goals for the course
 - Learning Outcomes
 - The intercultural learning goals of the program
 - Benefits to participants, including career connections



Proposal Considerations: Academics

- What course(s) will you teach on the program?
 - Undergraduate Level or Graduate Level or both
 - If both, are there proper distinctions and work requirements between levels
- How many credit hours?
 - Are the credit hours appropriate for contact hours and course workload?
- Are there any course pre-requisites?
- Who are the students that need this course?
 - Does the course enroll many students across campus or is it a small group?
- Why this course in this location?
- Do the course activities meet the learning outcomes of the program?



Proposal Considerations: Syllabus

- A well-developed syllabus is required
- Focused course description
- Relevant course objectives and learning outcomes
- Alignment of coursework, course objectives, learning outcomes, and activity and excursions must be shown. Be specific!

Example of dubious association:

Snorkeling in the Mesoamerican reef aligned with explain ethnographic concepts

Example of strong alignment:

A visit to The Emirates Academy of Hospitality Management (Jumeirah Group) with “explain the influence of government and destination marketing; analyze the roles played by gov’t agencies and destination marketing organizations in shaping the landscape of the hospitality industry in the UAE, and how their strategies impact visitor experience.”



Proposal Considerations: Syllabus Cont

- A well-developed syllabus is required
- Assignments, Grading, and Assessment Policies
 - **Assignments** - ensure that the assignments are appropriate in relation to the number of credit hours. Prior exemplars typically included pre-trip reading and assignments, relevant and substantive assignments while abroad, and post-trip assignments.
 - **Grading and Assessment** – carefully consider the weighting of assignments. While the nature of your course may warrant assessments that are discipline specific

Example of a problematic grading scale/assessment policy:

Working well in the team – 30%
Attitude - 30%
Finished product – 40%

Example of a good (albeit basic) grading scale/assessment policy

Pre-Departure Activities 10%
In-country attendance and participation – 20%
Daily academic journal and quizzes – 35%
Post-program presentation/written paper – 35%



Proposal Considerations: Program Itinerary

- Where and when does your department offer other study abroad programs?
- Will you be in one location abroad or will you spend time in several places?
- What is the length of your program?
 - Program dates should fall within GSU start date and end date for the term the program is running.
- Make sure to link each day's activities to programs learning objectives.
 - A table with column headings of "date," "location," "activity," and "learning outcome met" with items pulled from the syllabus



Proposal Considerations: Logistics

- Study Abroad Programs encourages the use of a third-party providers to assist with arranging in-county logistics
 - Allows you to focus on teaching!
- Recommended providers
 - Most provide support throughout all stages of the program (planning, recruitment, on-site, and post)
 - There are providers that book all services or some that book certain program elements (a la carte)
 - Some providers may be limited in locations

If not using a provider, consider:

- Flights
- Accommodations
 - Hotels, other university housing, homestays
- Classroom Space
- In-country Transportation
- Meals
- Activities & Excursions
 - Guest lectures, industry/business visits, clinic visits, formal lectures, tours, service learning

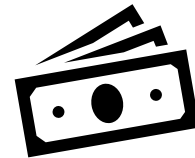
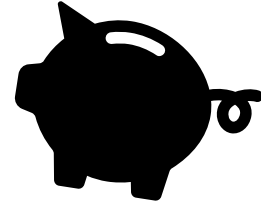
We are here to help!



Proposal Considerations: Budget

The Program Budget Worksheet includes

- Cost of accommodations
 - Cost of travel and local transportation
 - Cost of provider or travel agency
 - Cost of activities & excursions
 - Required Health Insurance
 - Program Contingency Reserve 10% for first time programs
 - Your Expenses (travel, accommodation, per diem)
- You will receive a cost per student, that will be the program price.
 - The program budget should cover program expenses.
 - The average cost of a program last year was \$3,500
 - **Keep in mind the GSU Student!**
 - GSU Financial Aid will travel
 - GSU Study Abroad Scholarships
 - Does your department have scholarships?



Proposal Considerations: Recruitment

- What is your target enrollment number?
 - Minimum and Maximum
- Who are the students that need this course?
 - Are there enough to make minimum enrollment
- How will you recruit participants?
 - Social Media
 - Study Abroad Program Events like Annual Study Abroad Fair
 - Classroom Presentations
 - Information Sessions
 - Tabling
 - Student organizations
- Access and Accommodations
 - Consider program activities and access
- Student Eligibility and selection process
 - General Requirements
 - Current active student in good academic standing
 - Completed Study Abroad Application
 - For example: Interview



STUDY
ABROAD
FAIR



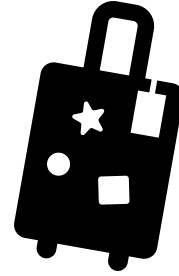
Health & Safety

- Program Risk Assessment
- U.S. Department of State Travel Advisories
 - Proposals for programs that are in countries with level 3 or 4 **will not be accepted**
 - If a program that is already slated to run is in a country that becomes elevated to level 3, then the Program Director will be asked to submit a petition
 - If a country elevates to Level 4, there will not be petition process and the program will be cancelled
- Program Director Trainings & Workshops
 - From recruitment, prepping for program, pre-departure
 - Title IX Training
 - Emergency Procedures Training
- All participants are enrolled in Study Abroad Health Insurance
- Review entry requirements for your country
 - Immunizations, Covid-19, or Visa
- Study Abroad Programs has an emergency phone!



Program Director Resources

- Site Visit funding for new programs/sites
 - Limited funds available
 - Awards are \$2,500
 - Applications due May 1st
 - [Application for Site Visit Funding](#)
- Study Abroad Programs Staff
 - Program Development Guidance and Approval Management
 - Student Recruitment, Application Management, and Faculty & Student Preparation for Travel
- Workshops/Trainings
 - Access to Forum on Education Abroad resources through GSU's institutional membership
- Emergency Management Support



Next Steps

- Apply for Study Abroad Site Visit Funding
 - Limited funds available
 - Awards are \$2,500
 - Applications due May 1st
 - [Application for Site Visit Funding](#)
- Prepare and Submit Study Abroad Program Proposal
 - New Program Proposal
 - Program Information
 - Cover signature page
 - Course Syllabus
 - Study Abroad Program Budget Worksheet
- Approvals required by
 - If PC, PC Study Abroad Staff
 - Department Chair
 - Dean of College
- Available week of April 15th, due June 5th!
 - It takes time to complete!
- Submission will be through Study Abroad Website!



Questions?

Contact information:

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Interim Director of
Study Abroad Programs



**PANTHERS,
GO GLOBAL!**