GEORGIA STATE UNIVERSITY

Study Abroad Program Proposal Workshop
March 2025

Housekeeping

The presentation will be shared after!

Study Abroad Programs in the Office of International Initiatives

This presentation is for you!

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

STUDY ABROAD
PROGRAMS

Introductions

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Agenda

- GSU Study Abroad
- Program Director Eligibility & Benefits
- Study Abroad Program Proposal Steps
- Proposal Considerations: Step 1
    - Program Details
    - Academics
    - Syllabus
    - Course Calendar
- Proposal Considerations: Step 2
    - Logistics
    - Budget
    - Recruitment
- Process After Approval
- Health & Safety
- Site Visit & Support
- Next Steps
- Q&A

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.

- In Academic Year 2023-24, 48 faculty-led programs ran supporting 664 students (85.3%) of GSU study abroad students.

- For Academic Year 2024-25, we are slated to run 53 programs as of today!

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.

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 help them become successful

- 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 and Assistant Director
   - The most successful programs are those that work with the Study Abroad Programs Team
5. Prepare & Submit your proposal
   1. Two steps process:
      1. Submit New Program Academic Proposal
      2. Upon approval, submit program logistics
   Deadline is April 23rd!
6. Apply for a Study Abroad Programs Site Visit
   - The deadline to apply is June 1st

Proposal Considerations: Program Details

- Will you lead the program alone or with a colleague?
    - Program Directors must be instructor of record. Additional, program support are not.
- 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?
    - One location or multiple
- Program Term & Length
    - 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, department, and college

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?
  - Does the title align with the what is presented in the syllabus?
  - Specificity, Specificity, Specificity
- Why this course in this location?
- Will the course activities meet the learning outcomes of the program?

Proposal Considerations: Syllabus

- A well-developed syllabus is required for each course
- Focused course description
- Relevant course objectives and learning outcomes and how teaching the course at this location will enhance the learning experience for students.
- Dates of the program
- Clear 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: Course Calendar

- Include a Course Calendar with your syllabus that describes what students will do on each day while abroad and any pre or post required meetings.
- Alignment of coursework, course objectives, learning outcomes, and activities/excursions must be shown and clear.
- The Calendar will:
  - Clearly show that the course provides sufficient instructional time to meet USG guidelines of 35-37 instructional hours for a 3-credit hour course.
  - Include on-site orientation upon arrival
  - Detail each day's learning activity locations, academic content delivered and how.
  - List the learning outcomes for each day clearly linked to the activities occurring on that day.
  - Consider excursions not directly related to course content and how to tie them into a learning outcome
  - Consider safety risk associated with activities
  - Program dates should be within the term the program is being offered

Examples: Computer Science in Japan

June 2– Arrive in Tokyo.
June 3 – On-site Orientation
             Welcome Breakfast
             Tour Shinjuku neighborhood
             Visit Pokemon Center
June 4 – Visit Tokyo Samurai Museum
             Company Visit (tbd)
June 5th – Company Visit (TBD)
             Visit Tokyo Metropolitan Art Museum

Examples: Business in Brazil

2-Sunday, March 10 – Arrive in Sao Paulo, go to hotel.
MAIN LEARING OBJECTIVES during this day:
- Learn historical, economic, social, and political background of Brazil.
- Hotel registration.

Early Afternoon: On-site Orientation for entire group.
Late Afternoon: Meeting with provider CampusB team – Walk on Avenida Paulista (Brazilian financial center) and visit historical sites in Sao Paulo. Tour provided by CampusB and lecture on the financial center by me
Welcome Dinner (Traditional Brazilian Food)

3-Monday, March 11- Visit to Partner university
MAIN LEARING OBJECTIVES during this day:
- Analyze the current business climate and the changing landscape for trade and investment
- opportunities in BRAZIL.
- Learn major challenges to business development for U.S. companies in the BRAZILIAN market.
- Identify business opportunities for U.S. companies in the BRAZILIAN market.

Morning: Presentation on Brazil Business Environment by local faculty.
Afternoon: Introduction of case competition and team formations with local university students.
        Lecture from local business discussing sustainability in Brazil.

Examples: Health in Ghana

Day/Date/Class	Topic/Time/Activity	Measurable module objectives	Assignment/Required Readings	Module Assessment
Class 1: Wednesday June 4th Dr. Kodjo Senah (University of Ghana, Accra) Dr. Mawuli (University of Ghana, School of public health)	1. Morning check-in and on-site orientation 2. Afternoon lecture 1: Ghanian cultural beliefs and practices and their health implications 3. Lecture 2: Overview of Emerging Environmental Public Health Issues in Ghana: Populations at Risk, Risk Factors, and addressing challenges 4. Campus Tour	Discuss the health inequalities in Ghana Identify 2 emerging environmental public health issues in Ghana. Discuss 2 health implications of emerging environmental public health issues in Ghana.	Fact Sheet on Health Financing Ghana Burden of disease Ghana Health Profile Ghana's epidemiological transition 1. Commonwealth Health Online (2020) Current health issues in Ghana 2. Ali, H et a. (2019) Ghana's HIV epidemic and PEPFARs contribution towards epidemic control. Ghana medical journal	• Open discussions • Journaling • Discussion Post 1: Activity • Watch Video • Based on the video which aspects of Ghanaian culture intrigues? Why? • Discussion Post 1 due: Thursday June 5th
Class 2: June 5th Melvin Tagoe (Community Water and Sanitation Agency) Dr. Armstrong-Mensah	Site Visit (1): Water and Sanitation site visit to Ada, Accra Meeting with In-Country Data Collection Guide on what to expect and do during the water and sanitation data collection process Lunch Field Trip Debrief and preparation for culturally sensitive data collection	Identify and discuss water and sanitation facilities in Accra Ghana Discuss Culturally sensitive data collection	1. Cross cultural survey guidelines: pages 1-4 2. Ameila Richards (2013). The challenges of Quantitative Data Collection in Africa	• Field trip • Debriefing and discussion of field drip • Journaling • Open discussions • In-class activity

Submitting Proposal

- Once you're ready, please submit the proposal to Joshua Hudson via email (jhudson45@gsu.edu) before the deadline: April 23rd, 2025

- The proposal is then reviewed by:
    - Study Abroad Programs Leadership (Director and Assistant Director)
    - Associate Provost for International Initiatives, Dr. Carrie Manning
    - Provost, Executive Vice President for Academic Affairs

- If any additional information is needed, I or Christian, will reach out to you with guidance and next steps.

- It takes time for the proposals to be reviewed! Typically, it's 6 to 8 weeks.

After Academic Approval, Begin Step 2!

Program Logistics

- Travel Details and Logistics
- Budget
- Travel Details
- Health & Safety Information

Proposal Considerations: Logistics

- Study Abroad Programs encourages the use of a third-party providers to assist with arranging in-county logistics
  - Best practice from risk mitigation and budgetary standpoint.
  - Let them handle the details!
  - 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
  - It's recommended to speak with a provider before proposing the program to get a sense of the possibility

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

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 – not salary, salary is paid by the department/college)

- You will receive a cost per student, that will be the program price.

- The program budget should cover program expenses and be taken seriously. We will use this to advertise the program cost and cannot change it.

- Average, successful programs are between $2,500 - $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
- Student Eligibility and selection process
  - Study Abroad Programs has general requirements, but will your program have additional

Proposal Considerations: After Approval

- Upon approval, your program will be assigned a Study Abroad Advisor.

- The Study Abroad Advisor is here to support your program:
    - Creation of online brochure page
    - Advise students on the study abroad application process
    - Manage student applications for your program
    - Assist in Information Sessions
    - Train you in our software system

- As Program Director, you will take the lead in
    - Recruiting for your program
    - Hosting Information sessions
    - Attending the Study Abroad Fair and other Study Abroad Program Events
    - Reviewing and Accepting Applications

- For Spring 2026 programs
    - Recruitment starts upon approval through October 15th deadline
- For Maymester, Summer 2026
    - Recruitment starts upon approval through February 15th deadline

Proposal Considerations: After Approval

- Each college has a minimum enrollment requirement.
    - The minimum enrollment may not be the same as a course enrollment minimum.
    - Check with your chair/Dean during the proposal process.
    - There are minimum enrollments to support you teaching on the program as salary comes from the college.
    - Study Abroad Programs plans for at least 10 as best practice.

Health & Safety

- Consider risk related to program related activities

- 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 as mandated by USG

- Review entry requirements for your country
  - Immunizations, Covid-19, or Visa

- Study Abroad Programs has an emergency phone!

Site Visit Funds & Additional Resources

- Site Visit funding for new programs/sites
    - Limited funds available
    - Awards are $2,500
    - Applications due June 1st for travel beginning July 1 2025 – June 30 2026
    - Application for Site Visit Funding

- Study Abroad Programs Staff
    - Program Development Guidance and Approval Management
    - Student Recruitment, Application Management, and Student Preparation for Travel

- Workshops/Trainings

- Emergency management support

Are you ready to lead a program?

- Leading a program is beneficial on many levels but is a huge commitment.

- Leading a program takes dedication through the entire process from creation, recruitment, implementation, on-site, and return.

- Can your schedule accommodate the time commitment it takes to lead a program?
    - Including meeting with SAP Team, meeting with prospective students, attending Study Abroad Programs Events (Study Abroad Fair) and required trainings (once a month).

- Would you feel prepared to handle any situation that may arise on-site with emergency trainings?

- Leading a program is not a vacation!

- If not, there are other ways to stay involved with SAP and OII.

Next Steps

- Speak with your chair about you proposing a program!
  - Some colleges have internal deadlines

- Prepare and Submit Study Abroad Program Proposal
  - New Program Proposal
    - Program Information
    - Cover signature page signed by department chair and Dean.
  - Course Syllabus with Course calendar

- Apply for Study Abroad Site Visit Funding

- Due April 23rd!

- Wait for Approval! Upon Approval, begin step 2!

Questions?

Contact information:

Joshua Hudson

jhudson45@gsu.edu

Director of Study Abroad

Programs