Faculty/Staff-Led Proposal Application Questions (New and Renewal Proposals)

<u>Attachments:</u>
- <u>EAC Proposal Approval Rubric,</u> here
- <u>Budget Spreadsheet,</u> here
- <u>Learning Outcomes,</u> here
- <u>Program Evaluation,</u> here
- <u>OIE Funding Criteria,</u> here
- <u>OIE Chaperone Policy,</u> here
- <u>OIE Program Leader Workflow,</u> here

<u>Proposal - General:</u>

(*) Indicates the question is required.

1. What is the proposed title for your program? (*)
Example: Morehouse China Summer

2. Who will be the program director? (*)
Please give the first and last name of the program director, along with his/her title. Example: Dr. Matthew Moore, Associate Professor of Political Science

3. Director's email address (*)
Example: matthew.moore@morehouse.edu

4. Will there be any other faculty leaders in addition to the program director? (*)
If yes, please give their first and last names and titles.

5. Program description (*)
Please outline the goals of your program and their relevance to the Morehouse College vision and mission.

6. Please provide your Department Chair's name (*)

7. Have you met with your Department Chair to discuss this proposal and seek their support? (*)
If no, please explain when/how you will seek your Department Chair's support of this proposal.

8. Learning Outcomes (*)
Please outline the learning outcomes of the proposed program (General Education, Division, Department, and/or Program Assessment).

9. What is the faculty-to-student ratio and the maximum number of students and faculty/staff traveling? (*)
Please provide the planned faculty-to-student ratio. Additionally, please provide the maximum number of students and the planned number of faculty and/or staff members who will travel with the program.

The minimum number of students required to conduct a study abroad program is 10. Because of the increased costs to student participants incurred when fewer students participate in a program, faculty/staff seeking to implement programs with fewer than 10 students must seek approval from the Office of International Education prior to implementation. Programs with less than 10 student travelers may not be eligible for OIE funding.

10. Will your program be supported by any internal or external sponsors or funding? (*)
Please outline in detail all sources of funding support.

11. Eligibility and selection criteria (*)
Please describe which kind of student is eligible for this program, and any key selection criteria. Example: This program is only open to STEM majors with a GPA of 3.0 or higher. Students with prior research experience are preferred. Non-Morehouse students may not apply.

12. Host institution or agency (*)
Please list the host institution(s) or agency(ies) you are working with to facilitate this program, and explain the rationale for your choice in working with this institution or agency.

13. Please upload a tentative itinerary/schedule (*)
Please upload a document or spreadsheet with an outline of the schedule for the program, including information about the schedule for pre-departure orientation, a tentative itinerary/list of in-country activities, associate learning themes, or topics. Only one file can be uploaded into this space, so if you have multiple files, please combine them before uploading.
A GUI will be provided for applicants to upload a file.

14. Monitoring, evaluation, and reporting (*)
A GUI will be provided for applicants to upload a file.

15. Please upload a copy of your MOU.
If you have a copy of your MOU, please upload this now.

NOTE: a copy of your MOU is not required for upload in the initial proposal, but this will be required once your trip is approved.
A GUI will be provided for applicants to upload a file.

16. Please upload any other relevant contracts.
If there are any other relevant contracts, please upload these below.
A GUI will be provided for applicants to upload a file.

Proposal - Financial:

(*) Indicates the question is required.

1. Budget (*)
Please download the Budget Template and complete it. All line items must be addressed in your budget, even if it is only to indicate that the line item is not applicable (N/A). An example of a line item that may be N/A for some programs is the cost for obtaining an entry visa (depends on country of destination and citizenship of traveler). When you have completed your budget, please upload it into the space provided here.
Please note: Faculty compensation can only be provided by Academic Affairs or external fund(s). Compensation cannot be built into the students' program fees.

Travel Insurance
For the cost associated with travel insurance, please refer to the iNext pricing and coverage overview, here.
(9.2023 NOTE:This insurance coverage may change if we use the College's new insurance, EIIA, which will no longer cost any additional money to students or the program).

2. Please outline the payment increments that will be required for your program. (*)

Example: $500 deposit due upon acceptance, $1000 Payment 1, $800 Payment 2

Proposal - Promotion:

(*) Indicates the question is required.

1. Important Dates (*)
Please outline important dates related to your proposed program, such as when deposits are due, orientation dates, and other important dates.

2. Program Overview (*)
Please write a paragraph giving an overview of your program that can be used to help market your program. This can include program highlights in a bullet point format, or a more prose-style paragraph.

3. Is this a credit-bearing program? (*)
If yes, how many hours? How will the credit be awarded? Please explain in detail. Has this been approved by the CEPC?

4. Academic Information (*)
Is this program tied to a course? If yes, has the course been approved by the CEPC? Also, please provide the course code and course number, and describe how participation in the course and participation on the trip abroad are connected.
Example: Students must enroll for ART 301 Advanced Painting during the Spring 2021 semester. Only students enrolled in the course are eligible to participate in this program. Students will earn 2 credits for participation in the course and can earn an extra 1 credit if they participate in this trip abroad that is connected to the course. Students may enroll in ART 301 and choose not to participate in this program.

5. Please provide a course syllabus (or draft of a course syllabus), if available/applicable.
A GUI will be provided for applicants to upload a file.

6. Other academic information
Please provide any other relevant academic information, such as details about registration for the course associated with this trip, etc.

7. Program Flyer - draft or final
If you have already drafted or finalized a flyer to market your proposed program, please upload it here. If you do not have a draft of a flyer at this stage, that is not a problem, however, you will be required to submit one if your proposal is approved. Please note that programs should not be marketed to students until after this proposal has been approved by the Education Abroad Committee.
A GUI will be provided for applicants to upload a file.

Proposal - Structure of Application:

(*) Indicates the question is required.

1. What items will you require as part of the application for your program? (*)

If this proposal is approved, in addition to the general information collected about all applicants (name, email, major, GPA, etc.), what additional elements are you interested in having as part of your application? Choose as many as apply. (Dropdown box appears)

2. If you selected 'other' above, please describe what else should be required of applicants.

3. Supplemental questions / Motivational statement/letter/essay

If you selected 'supplemental questions' and/or 'motivational statement/letter/essay' above, please upload the

list of questions you would like asked of applicants to your program, and/or the prompt for what should be included in the statement/letter/essay the applicants must submit. Only one file can be uploaded into this space, so please include everything in one document. Skip this question if these do not apply to you.

4. Required recommendation(s)

If you indicated that one or more recommendations will be required of your applicants, what type(s) of recommendations will be required? Choose as many as apply. Skip this question if your application should not require recommendations. (Dropdown selections)

5. Other recommendation

If you selected 'other' as a type of required recommendation, please explain what type you would require. Skip this question if it does not apply to you.

6. Number of recommendations

If you are planning to require recommendations as part of the application for your program, please indicate how many of each type. Example: 2 total (1 Professional and 1 Academic - STEM)

Skip this question if it does not apply to you.

<u>For renewal proposal applications:</u>

<u>Proposal - Renewal:</u>

(*) Indicates the question is required.

1. Please upload an assessment of previous year's study abroad program. (*)