

Guide for Writing Faculty-Led Education Abroad Proposals

Numbering and Bullets correspond to Proposal Form

II. PROPOSAL'S IMPACT ON DEVELOPING STUDENTS' GLOBAL COMPETENCES

B. Global Learning Outcomes

“Student global learning outcomes” are defined in terms of the particular levels of knowledge, skills, and abilities that a student gains as a result of participating in a study-abroad program. An outcome statement describes what students should know, understand, or be able to do, based on what they have learned from their Appalachian overseas educational endeavor.

Following is a range of global learning outcomes falling under three major categories. Please choose some outcomes from each category and briefly describe how your program will help students develop those international competencies. This list (prepared by Laura Siaya, Assistant Director for Research at ACE Center for Institutional and International Initiatives) is not exhaustive, as you can add other outcomes your specific program will generate for your students...

KNOWLEDGE:

- Knowledge of world geography, conditions, issues, and events.
- Awareness of the complexity and interdependency of world events and issues.
- Understanding of historical forces that have shaped the current world system.
- Knowledge of one's own culture and history.
- Knowledge of effective communication, including knowledge of a foreign language, intercultural communication concepts, international business etiquette.
- Understanding of the diversity found in the world in terms of values, beliefs, ideas, and worldviews.

ATTITUDE:

- Openness to learning and a positive orientation to new opportunities, ideas, and ways of thinking.
- Tolerance for ambiguity and unfamiliarity.
- Sensitivity and respect for personal and cultural differences.
- Empathy or the ability to take multiple perspectives.
- Self-awareness and self-esteem about one's own identity and culture.

SKILLS:

- Technical skills to enhance the ability of students to learn about the world (i.e., research skills).
- Critical and comparative thinking skills, including the ability to think creatively and integrate knowledge, rather than uncritical acceptance of knowledge.
- Communication skills, including the ability to use another language effectively and interact with people from other cultures.
- Coping and resiliency skills in unfamiliar and challenging situations

C. Assessment of Global Learning Outcomes

Please describe which evaluation methods you plan to utilize to measure those international learning outcomes. You may use different measurement techniques, such as...

- Written surveys and questionnaires: asking students to share their perceptions about the study target- their own or others' skills/attitudes/behavior, or program/course qualities and attributes.
- Exit and other interviews: asking students to share their perceptions about the target of study in face-to-face dialogue with an interviewer.
- Commercial, norm-referenced, standardized examinations: commercially developed examinations, generally group administered, mostly multiple-choice, "objective" tests, usually purchased from a private vendor.
- Faculty-developed written examinations.
- Oral examinations: evaluation of student knowledge levels through a face-to-face dialogue between the student and the examiner, usually faculty.
- Behavioral observations: measuring the frequency, duration, and context of a student's actions.
- Focus groups: guided discussions.
- Employer assessments of education abroad (for programs involving internship or work abroad).
- Portfolios: collections of work samples, usually compiled over time and rated using rubrics.
- Performance appraisals: systematic measurement of overt demonstration of acquired skills, generally through direct observation in a real-world situation – e.g., while the student is working on an internship or on a client project.

D. Syllabus

Please attach the course syllabus (syllabi) at the end of the proposal form. Faculty-led Education Abroad programs integrate traditional classroom learning with experiential learning and site visits. The syllabus should demonstrate how the location and resources abroad will be used to achieve this goal. Please include the academic as well as the international components in the outline and assessment of the course. The attached syllabus should include:

- a course description
- contact hours (**before** going abroad, **while** abroad, **after** return)*
- course goals and learning outcomes
- required and recommended readings
- course evaluation methods and assessment of learning outcomes
- description of educational activities
- description of other cultural-oriented activities

*** Please note that a 3 credit hour program requires 45 contact hours, and that a 6 credit hour program requires 90 contact hours.** You will need to provide a tabulation of your credit hours per class offered. Please find below an example that was presented to us for a 3 credit hour course that exceeded the 45 contact hours required.

DATE	TOPIC	ACTIVITY/ASSIGNMENT
April 4		First orientation meeting (Program Leader)
By April 11	Passports and vaccinations	Apply & receive passports and complete all vaccinations
April 11		Second orientation meeting (Program Leader)
April 18		Class discussion
April 25		Class discussion
May 8		Group presentations
May 9		Class discussion
May 10	Depart for South Africa	
May 11-31	Immersion program in South Africa	See the daily schedule of activities in South Africa
May 17	Reflection paper and journal	First reflection paper and first journal are due
May 24	Reflection paper and journal	Second reflection paper and second journal are due
May 31	Reflection paper and journal	Third reflection paper and final journal are due
May 31	Return to the U.S.	
June 28	Analytical paper	Final analytical paper is due
TBA	Post-program activity	Class discussion and reflection on the South African experience

SUMMARY OF CONTACT HOURS:

Pre-program classes on campus: 6 class days @ 1 1/2 hours per day (to be completed during the Spring semester)	9 hours
In-country program in South Africa: 15 class days @ 4 hours per day	60 hours
Post-program classes on campus: 1 class day @ 3 hours per day	3 hours
Total Contact Hours	72 hours

V. PROGRAM DATES AND ITINERARY

A. Program Itinerary and Contact Information

(Below are examples of **final daily itinerary** and **emergency contact** information to be submitted 3 weeks prior to departure. The information below is split between two documents. You can merge both types of information on one single document if preferred. Please remember to write the airline reservation confirmation number or “locator” code when submitting flight information).

**APARTHEID AND POST-APARTHEID SOUTH AFRICA
MAY 10 – 31, 2008
DAILY SCHEDULE**

Saturday, May 10

Morning: Depart Boone for Charlotte International Airport

Early Afternoon: Depart Charlotte for South Africa via Atlanta

Sunday, May 11

Late Afternoon: Arrive in Johannesburg and transfer to campus housing at the University of Johannesburg. Transportation will be arranged and provided by the University of Johannesburg.

Evening: Dinner together.

Monday, May 12

Morning: *Orientation to South Africa* by Dr. Jimmy Ellis, Director of International Programs at the University of Johannesburg. Dr. Ellis is a social worker by training and received his Ph.D. from the University of North Carolina-Chapel Hill.

Afternoon: *Presentation/Lecture:* Overview of South Africa in a Historical, Political, and Social Context.

Tuesday, May 13

Morning: *Presentation/Lecture:*

Afternoon: *Site Visit: The Apartheid Museum:* The Apartheid Museum is the true history of South Africa and a story of the triumph of the human spirit over adversity. After visiting this museum, participants will come away with a deeper understanding and appreciation of South Africa, its darkest days and its brightest triumphs. The Apartheid Museum, the first of its kind, illustrates the rise and fall of apartheid: The racially prejudiced system that blighted much of its progress and the triumph of reason which crowned half a century of struggle. The exhibits are from film footages, photographs, text panels and artifacts illustrating the events and human stories that are part of the epic saga, known as apartheid..

Thursday, May 15

All Day: Participants will spend this day in Pretoria, only 45 minutes drive from Johannesburg. Pretoria is the seat of the executive branch of the South African government. All of the national government departments/ministries are located in Pretoria.

Morning: *Presentation/Lecture:*

Afternoon: *Site Visit:*

Friday, May 16

All Day: *Site Visit/Community Volunteer Activity:*

Late Afternoon: *Roundtable Discussion:* During this session, participants will have the opportunity to reflect on what they have learned during the first week of the program in Johannesburg and Pretoria.

Monday, May 19

Morning: *Presentation/Lecture:*

Afternoon: *Site Visit:*

Late Afternoon: Depart Durban for the University of Zululand in kwaDlangezwa (Richards Bay area). We will be accommodation in the dormitories on the campus of the University of Zululand.

Friday, May 30

Morning: *Presentation/Lecture:*

Afternoon: *Roundtable Discussion and Reflections:* During this session, participants will have the opportunity to reflect on what they have learned during the four weeks in South Africa. At the end of the session, participants will complete a program evaluation form.

Evening: Dinner together.

Saturday, May 31

Afternoon: Depart Cape Town for Atlanta.

APARTHEID AND POST-APARTHEID SOUTH AFRICA

May 17 – June 7, 2008

CONTACT AND FLIGHT INFORMATION

Saturday, May 17

AIRLINE CONFIRMATION NUMBER: GXWT8M

01:35 P.M.: Depart Charlotte for South Africa via Washington, DC (US Airway 2236)

Sunday, May 18

03:05 P.M.: Arrive in Johannesburg (South African Airways 208)

Cellphones: 99-99-999-9999 (participants)
99-99-999-9999 (program leader)

Main Contacts: Ms. Smith, Strategic Partnership Coordinator
University of Johannesburg
Phone: Cell phone:
Mary Smith, Director, Strategic Partnership
University of Johannesburg
Phone: Cell phone:

Hotel Hampton Court Guest House (program leader)
Phone:

Transportation: Mr. Smith, Transportation Coordinator
Phone: (cell)

Sunday, May 25

01:55 P.M.: Fly from Johannesburg to Durban (South African Airways 559).

Hotel: SunCoast Hotel and Towers
Phone:

Monday, May 26

Housing: University of Zululand Guest House
Hotel Admiralty Arch Guest House (program leader)
Phone:

Main Contact: Ms. Mary Smith, International Partnership Manager
University of Zululand
Phone: Cell:

Transportation: Mr. John Smith, Transportation Coordinator
University of Zululand
Cell:

Saturday, May 31

11:20 A.M.: Fly to from Durban to Cape Town (South African Airways 613).

01:30 P.M.: Arrive in Cape Town

Hotel: Park Inn Hotel
Phone:

Other Contacts: Ms. Mary Smith
Phone: Cell:
Ms. Mary Smith, International Office
Stellenbosch University
Phone:
Mr. Smith, Transportation Coordinator, Blablabla Tours
Phone: (cell)

Saturday, June 7

02:10 P.M.: Depart Cape Town for Charlotte (South African Airways 338) via Johannesburg (South African Airways 207); Dakar—Senegal; and Washington, DC.

Sunday, June 1

06:00 A.M.: Arrive in Washington, DC (South African Airways 207)
09:00 A.M.: Depart Washington, DC for Charlotte (US Airways 1123)
10:26 A.M.: Arrive in Charlotte (US Airways 1123)

VI. PROGRAM DESCRIPTION FOR PROMOTIONAL PURPOSES

• **Program Description for the “Green Brochure” (general program flyer)**

Every year the Office of International Education and Development publishes a general program flyer for Faculty-Led Education Programs which will be distributed to all 13,000+ student mailboxes. As space is very limited to allow all programs to be represented on the brochure, we ask that you restrict your program description to 750 characters (with space) and abide by the following format:

- Country or Countries to be visited/Program Leader(s)/Department/Phone number/Email address/Program website if you have one
- Brief course description
- Specify if students are expected to travel independently to/from program site
- Program dates (mention “tentative dates” if the dates are not firm)
- Program cost (do not include tuition, please specify if airfare is NOT included in the program cost)

Please look at the sample program descriptions below and follow the same format when providing a description for your program on the proposal form.

England – Heather Preston/COM/262-2449/prestonhp@appstate.edu. The program: *London, The Beatles and The Communication of Popular Culture* will provide a historical and mass media context in which today’s students can explore their contemporary understanding of popular culture and mass communication. Through readings, film viewings, class discussion and visits in London, England, to Abbey Road Studio, the British Museum, Carnaby Street, the Tate Modern, the British Library and the other points of interest, students will be able to understand the impact of the Beatles on post-World War II British and American popular culture and mass media. The program starts at London Heathrow airport where students will fly independently. The students will fly back with the program leader to the Charlotte Douglas airport. May 23 – June 13, 20XX. **\$3080**

Jamaica - Dr. Richard Abbott/ GEOLOGY/262-3055/abbottrn@appstate.edu/ <http://www.appstate.edu/~abbottrn/geohzrds/>. This five-week program is offered in cooperation with the University of the West Indies at the campus in Kingston, Jamaica. The course focuses on geological hazards within the context of the physical environment, analysis and mapping of hazardous phenomena from an earth science perspective, societal impact of hazards, and risk management. Case studies are used to examine the human impact and economic costs associated with recurrent geological hazards in the Caribbean region. June 16 - July 20, 2010. **\$2350. Airfare not included.**

• **Program Description for the Faculty-Led Education Abroad website**

The Faculty-Led Education Abroad website is a great venue to promote your program online and to provide much more detailed academic and programmatic information.

Please include the academic and travel components while stressing the academic nature of the program. Required class meetings outside of the travel dates need to be included. Program dates need to be clearly stated or labeled as “tentative” if not confirmed. Please specify if students are expected to travel independently to/from program site, and the official beginning and end of the program in terms of time and location. When advertising the program cost, do not include the tuition, but please specify if airfare is NOT included in the program cost.

Please keep in mind that this information will be accessible to and read by parents and loved ones. We will be happy to include your digital pictures from past programs on the website as long as we have received permission from all your past program participants to post their photo online.

Thank you for following the format of the example below when providing the description for your program to be posted online on the proposal form

COUNTRY: **Germany**

PROGRAM NAME: **Germany's Great Cities: Trier and Berlin**

PROGRAM TRAVEL DATES: **May 14 - June 11, 2011**

PROGRAM COST: **\$3010.00 (Airfare and tuition not included)**

PROGRAM COURSES:

GER 1040-145: *Intermediate German I* (3 credits)

GER 1050-145: *Intermediate German II* (3 credits)

GER 2050-145: *Great Cities I* (3 credits)

GER 2055-145: *Great Cities II* (3 credits)

PROGRAM COURSE PRE-REQUISITES:

For GER 1040 and GER 1050: GER 1020 or equivalent

For GER 2050 and GER 2055: GER 1050

PROGRAM LEADER CONTACT INFORMATION:

Dr. Beverly Moser, DFL, moserba@appstate.edu or 262-2303

PROGRAM DESCRIPTION:

This intensive, month-long study abroad course (6 credits) puts you face-to-face with the German language and culture through a combination of regular classes, cultural excursions, class readings and discussions, and structured study trips, with follow-up work in response journals each day. From our home base in Trier, a city settled by the Romans in 16 B.C., we'll explore Germany's rich past and vibrant present, as you improve your ability to understand, speak, and function in an all-German environment. After three weeks at the Universität Trier and excursions to the important European Union cities of Luxembourg and Strassbourg, we'll spend a full week exploring another "Great City"—Berlin, Germany's capital since reunification.

Intermediate-level students will enroll in an intensive German 1040/1050 course instructed by ASU faculty and facilitated partially by German as a foreign language teachers from the University of Trier. Students will keep a reading journal structured like the journals kept on campus for 1040/1050, and gather materials for the culture journal that is required in our final assessment for general education requirements for 1050. A small group of advanced-level students will enroll in two "Great Cities" courses (2050/2055) that combine regular classroom instruction, involvement with ongoing German classes at Uni-Trier, experiential activities on campus and in town, and discussion sessions led by Uni-Trier instructors.

All students will interact with students on campus in Trier including other international students from various parts of the world. Both groups will also participate in the program's structured study trips each Friday and during the final eight days of the program. Together, these examine Germany's role in modern Europe (two centers of the European Union: Luxembourg and Strasbourg) and allow students to learn on site about Germany's Nazi past and colorful present (Berlin). During the final week, students will travel to Berlin to explore aspects of modern German history: the East/West divide as a result of the World War II and the Cold War, the former GDR and Stasi-Era, and to examine the results of reunification itself at the place where it happened. For all study trips, students will keep a daily reflective journal and prepare a photo archive of their experiences that will be developed into a digital (bilingual) presentation for others upon their return.

In addition to several excursions in and around the rich Roman ruins and wine production region of Trier, here is a sample of activities and themes chosen for our study of Berlin:

Berlin at Wartime:

- **Deutsches Historisches Museum (excellent exhibit on WWI and II, also on Wende)**
- **Bundestag exhibit Wege und Irrwege (on Hitler's rise to power)**
- **Jüdisches Museum (chronicles Jewish presence in Berlin)**
- **Gedächtniskirche (Church of remembrance)**

Berlin, Divided:

- **Stasi Museum (on East German secret police)**
- **Gedenkstätte Hohenschönhausen (former jail of East German political prisoners)**
- **Museum am Checkpoint Charlie und Mauermuseum (on Easterners' flight to the West)**
- **Museum der DDR (GDR history)**
- **Topografie des Terrors (multiple sites along the former Wall)**
- **Ausstellung am Berlin-Alexandersplatz (chronicles oppression and the fall of the Wall)**

Berlin Today:

- Session at the Bundestag, Integration Issues
- Theater/Kabarett visit
- Visits at the Museumsinsel (art, photography, archeology, technology, history)

PRE-TRAVEL CLASS MEETINGS:

5 pre-travel class meetings during spring semester. Dates and times TBA.
Contact the program leader for more information.

PROGRAM WEBSITE:

WWW....

• **Program Description on Other Promotional Venues**

Please make sure that all other program promotional means (poster, brochures, program-specific websites) include the information you already submitted for the Faculty-Led Education Abroad website. In addition to that information, please include the following:

- Payment schedule: installment amounts and dates due
- Additional costs related to the program such as:
 - Tuition (if applicable)
 - Medical preparation (e.g. cost of immunizations)
 - Spending money for expenses not included in the program cost (amount disclosed in your program’s “cancellation, course, and payment schedule” form)
- Disclaimer to be included on all program promotional materials:
Appalachian reserves the right to cancel or alter the program format or to change the costs in case of conditions beyond the university’s control.

VII. PROGRAM BUDGET

Sample Budget: Budget is to be based on minimum target enrollment of 10 students

APPALACHIAN STATE UNIVERSITY Office of International Education and Development BUDGET	PROGRAM NAME: <i>Sample Budget</i>		
	Minimum:	Maximum:	Optimum:
Student Target Enrollments:	10	15	12
Budget items:	Cost	Cost per student**	Explanation
I. Transportation to destination			
1.1. Program Director transportation – Air**	\$1000.00	\$100.00	<i>divide cost by 10 studs (min.)</i>
1.2. Associate transportation – Air**	\$1000.00	\$100.00	<i>divide cost by 10 studs (min.)</i>
1.3. Student transportation - Air		\$1000.00	

II. In-country transportation**			
2.1. Bus	\$3000.00	\$300.00	<i>divide cost by 10 studs (min.)</i>
2.2. Rail			
2.3. Other (please specify)			
III. Lodging			
3.1. Program Director – lodging** (20 days @ \$35)	\$735.00	\$73.50	<i>divide cost by 10 studs (min.)</i>
3.2. Associate – lodging** (20 days @ \$35)	\$735.00	\$73.50	<i>divide cost by 10 studs (min.)</i>
3.3. Student – lodging (21 days @ \$25 double occupancy)		\$525.00	
IV. Meals			
4.1. Program Director - meals or per diem** (up to \$37.90 per day at 21 days)	\$795.90	\$79.59	<i>divide cost by 10 studs (min.)</i>
4.2. Associate - meals or per diem** (up to \$37.90 per day at 21 days)	\$795.90	\$79.59	<i>divide cost by 10 studs (min.)</i>
4.3. Student - meals(breakfast/lunch/dinner-please specify)			
V. Insurance			
5.1. Program Dir.– insurance ** (21 days @ \$2.95 per day)	\$61.95	\$6.20	(\$2.95 per day)
5.2. Associate –insurance ** (21 days @ \$2.95 per day)	\$61.95	\$6.20	(\$2.95 per day)
5.3. Student – insurance * (21 days @ \$1.42 per day)		\$29.82	(\$1.42 per day)
VI. Rentals			
6.1. Equipment rental **	\$50.00	\$5.00	<i>divide cost by 10 studs (min.)</i>
6.2. Classroom rental **	\$800.00	\$80.00	<i>divide cost by 10 studs (min.)</i>
VII. Academic / Cultural Support			
7.1. Guest lectures **	\$500.00	\$50.00	<i>divide cost by 10 studs (min.)</i>
7.2. Events – tickets / admissions	\$1500.00	\$150.00	<i>divide cost by 10 studs (min.)</i>
7.3. Textbooks			
7.4. Guides			
VIII. Fees			
8.1. OIED fee (\$50.00 per student)		\$50.00	
IX. Other			
9.1. Publicity	\$50.00	\$5.00	

9.2. Telephone/fax/cell phone/postage/copies **	\$70.50	\$7.0
9.3. Contingency Fund (5-10% currency fluctuation may require higher percentage)**		\$161.98
<u>TOTAL PROGRAM COST TO BE INVOICED BY OIED</u>		\$3200.00
X. Other items, NOT to be invoiced by OIED		
10.1. Undergraduate tuition (instate: \$107 cr/hr)*		\$642.00 (<i>\$107.00 * 6 credit hours</i>)
10.2. Graduate tuition (instate: \$108 cr/hr)* * tuition rates are subject to change		N/A
10.3. Spending money (estimate) (<i>\$10.00 * 21 days</i>)		\$210.00
10.4. Airfare (estimate) if not included in program cost		N/A
10.5. Food (estimate) -meals not included in program cost (<i>\$7.50 lunch * 21 days</i>)		\$157.50
10.6. Visa Cost		
10.7. Health-Wellness Check		
10.8. Other		
<u>TOTAL PROGRAM COST PER STUDENT</u>		\$4209.50

* Rates are subject to change

** Please divide overhead like program leaders' expenses or general group expenses by minimum target student enrollment
When developing your budget, please be mindful of the following:

- The goal in developing the program budget is to determine the program cost per student.
- The budget is developed based on the MINIMUM target number of students to be recruited.
- The expenses of the program leader and a possible associate are divided by the MINIMUM target number of students to be recruited.
- Ground transportation and other program related fixed costs are divided by the MINIMUM target number of students to be recruited.