

Template for Study Abroad Program Proposals

The **approval procedure** for proposed study abroad programs is the following (Vanderbilt Provost's Office, February 2015):

Faculty member or department → A&S technical review (Jonathan Bremer, Karen Campbell, Racquel Goff) → A&S Study Abroad committee → Faculty Advisory Committee on International Education (FACIE) → A&S Committee on Educational Programs (Racquel Goff, committee liaison) → A&S Faculty Council → A&S faculty

A study abroad proposal should include answers to the following questions:

Who is the faculty sponsor/department sponsor?

What is the rationale for the program?

What are the goals of the program?

Has the sponsor visited the site?

The study abroad program is administered by whom? CET? CIEE? SIT? Middlebury?

Information about administrator/administrative body?

Is there a resident director?

Does the proposal include a letter of support from the Vanderbilt Global Education Office (GEO)?

Do students receive direct credit? Or transfer credit?

Do students enroll directly at the other university?

Is the program offered fall semester? spring semester? academic year? summer?

What are the program requirements?

What is the curriculum?

Must students enroll in x courses per semester?

What is the grading system/scale?

What are the areas of studies/tracks?

What are the academic areas in which students will receive direct credit?

Courses taught by whom? regular faculty?

What is the language of instruction?

Is there a placement test? (especially for programs in countries in which the language of instruction is not English)

What is the credit system?

What is the academic calendar?

Who can apply? VU junior status? Minimum grade point average?

What is the selection criteria; based on merit? Is there a non-discrimination clause? See below for an example of a non-discrimination clause.

Who approves/accepts the participants?

Do students propose a program of study? Do students write a statement of purpose?

Housing--where? with whom?

Are meals-food included?

Useful and relevant information about the university/ies involved

Relevant information about the city/country

Is there an orientation program/session?
Provide cultural activities/field trips?
Immersion--language, culture?
Fees include: what? airport pickup? transportation to/from airport?

Example:

Non-Discrimination Policy

The Alliance for Global Education does not discriminate on the basis of race, color, ancestry, national origin, gender, sexual or affectional orientation, religion, age, or disability in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable statutes.

Please include verbatim the following standardized language regarding security:

Safety and security

Students and parents can find security and safety information about study abroad locations at the following websites, and, based on the information provided, can make informed decisions about whether to participate in a study abroad program.

GEO travel warnings and alerts:

https://webapp.mis.vanderbilt.edu/studioabroad/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=E83863BD-9A32-7CA0-B92DCF0450860B55&Link_ID=E838EC0F-B2DB-C9E1-9380F25D8F079B18&pID=13&IID=69

Information for parents of students planning to study abroad:

https://webapp.mis.vanderbilt.edu/studioabroad/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=1B2A7A72-9014-5C31-1BB54ED9994A1C4F&Link_ID=F1718224-C0A5-99AF-CF2F75ADD82D02&pID=7&IID=44

Student International Travel Policy:

<http://vanderbilt.edu/vio/travel/student-travel-policy.php>

CIEE, Health and safety:

<http://www.ciee.org/study-abroad/why-ciee/health-safety/>

CIEE, Travel alerts:

<http://www.ciee.org/study-abroad/alerts/>

CET:

<http://cetacademicprograms.com/before-departure/safety/>

Jonathan Bremer, A&S Executive Secretary of the Faculty, September 15, 2015