

GEORGIA STATE UNIVERSITY GUIDELINES FOR STUDY ABROAD PROGRAM PROPOSALS

In preparing a proposal for a study abroad program, a description of the program in accord with the following guidelines is required.

I. TITLE OF STUDY ABROAD PROGRAM

II. SPONSORING COLLEGE AND DEPARTMENT

III. PROGRAM DIRECTOR- NAME, TITLE

IV. GOALS AND OBJECTIVES OF THE PROGRAM

- A. Discuss the purpose of the program, what you hope to achieve, what the students will do and how they will benefit from the program.

V. RELATIONSHIP OF PROGRAM TO THE UNIVERSITY'S STRATEGIC PLAN

VI. RELATIONSHIP TO GSU DEPARTMENT/MAJOR

- A. How does the program facilitate the work of the department, its curricula and scholarship?

VII. COURSE NUMBER(S) AND TITLE(S)

- A. Title of course(s): _____
- B. Corresponding numbers (graduate and undergraduate)
- C. Credit hours to be granted
- D. Course prerequisites
- E. Course description/requirements
Describe the course, its objectives and activities for students, and how it meets the standards for courses offered on the GSU campus.
- F. Quality of course content

Describe how the course content is reflective of the knowledge of the subject matter available from contemporary sources.

- G. Description of the course evaluation plan
How will the instructor be evaluated and how will the content of the course be appraised?
- H. Instructional arrangements
- I. Attach a copy of the syllabus/class schedule
 - 1. Identify classroom/facilities available
 - 2. Identify library and other resources available

VIII. PARTICIPANTS

- A. Number of program applicants expected
- B. Level of education required for enrollment
- C. Prerequisites required

IX. SITE VISIT

- A. Describe your site visit and the pertinent information gathered in preparation for this program.

X. TRAVEL ARRANGEMENTS AND LOGISTICS

- A. Country(ies) to be visited
- B. Tentative Schedule
 - 1. Dates for the program
 - 2. Itinerary (attach daily schedule)
- C. International and/or domestic airline(s)
- D. Ground transportation arrangements
- E. Housing arrangements
Describe facility and include address, contact person, telephone number, fax number, etc.

F. Security/safety plan, as determined in the site visit.

XI. FACULTY

A. Qualifications of GSU faculty teaching in the program

B. Qualifications of international faculty teaching in the program

XII. BUDGET

A. Attach Budget Worksheet

XIII. RECRUITMENT

A. How will you recruit qualified applicants?

XIV. PREDEPARTURE ORIENTATION

A. Describe plan for predeparture orientation

XV. EVALUATION PLAN

A. How will you know whether the overall program goals have been achieved? What kinds of evidence will you present to substantiate your appraisal?

XVI. AFFILIATED OR CO-SPONSORING INTERNATIONAL INSTITUTION

A. Describe the co-sponsor, if any, and assess the benefits and liabilities of such an affiliation for GSU.