

<b>Aptitude:</b>	The proposal committee's prior knowledge of the proposing faculty's aptitude in managing projects/programs, cooperation with departmental policies, and ability to interact well with both students and staff. Program Director has followed all the required procedures for proposing a program. Additionally, program director has met with assigned program coordinator and kept in contact throughout the proposal process. Program Director has considered all angles of the program process from proposal through execution, and appears to have set up his/her program for success.
<b>Completeness of Proposal:</b>	All requested information is included on time with required signatures. No portion of the proposal is left unanswered or unnecessarily vague. The program director has demonstrated considerable thought in replies and provided all necessary information. Additional materials and documents are attached, organized and clear. All deadlines associated with the proposal process have been honored.
<b>Detailed Itinerary and Budget:</b>	Budget includes price quotes from vendors. Complete contact information is provided for partners abroad and preferred vendors. Budget and itinerary are practical and realistic. Program director has taken care to err on the side of caution in estimating costs such as airfare. Budget is modest yet flexible enough to sustain moderate increases and/or drops in student enrollment without affecting viability. Budget is attached, comprehensive and follows the correct format, including all required figures such as emergency funding and medical insurance for the duration of the time abroad. Itinerary is attached and demonstrates a reasonable time frame and day to day schedule. Locations selected are appropriate to the course objectives. Itinerary and budget include detailed information including lodging and transportation arrangements in country. Accommodations are described in detail so that students will know what to expect. Itinerary is not overly ambitious in scope and time frame. Every day and/or cost is accounted for in some fashion. The faculty director has attempted to look for alternative ways to fund his/her program in order to offset the costs to students, e.g. GLS and community service.
<b>Innovative Program Concept Design:</b>	Program is interdisciplinary, effectively incorporates community service, internships, research and/or home stays, and/or travels to less common destinations. Program offers learning outcomes that are not duplicated in a traditional KSU classroom setting. There are sufficient learning activities to lead students to master stated course objectives. Program must include a variety of educational, cultural, and free time activity options. There must be demonstrated thought behind how students can spend their free time and options should be provided to them within the local area of stay. Program is unique compared to other education abroad program offerings.
<b>Diversity:</b>	Program fits well into disciplinary and geographic diversity of programs offered in, as well as



**Safety/Risk Management:**

Proposal adequately addresses potential safety and/or liability hazards. It is apparent that faculty director is aware of social norms and has taken measures to identify possible threats. Program director has provided information relevant to local police stations and hospitals. Appropriate links and research to known safety issues have been provided. ALL major potential risks posed by scheduled activities and/or local area of stay must be addressed; e.g. exposure to deadly insects or diseases. Host country emergency support contact information has been provided.

**Knowledge & Experience:**

Faculty is knowledgeable about the country and culture to be visited (including language ability/previous experience) and has demonstrated a commitment from local partners. Faculty has considerable knowledge and experience teaching related coursework. The program director must also provide detailed information regarding his/her previous experiences with study abroad and/or international travel. Program director must have demonstrated some type of international experience in order to lead an education abroad program.

**Previous Success**

Faculty has an established record of effective program management including recruitment, following policies and procedures, attending trainings, conducting orientations, balancing budgets, and good program evaluations. Previous iterations of the program have provided participants with a positive experience and aligned with KSU's Global Learning objectives.

**Curricular Significance:**

The extent to which an education abroad program is critical to a curricular requirement. This includes (but is not limited to):

- Education abroad programs that are graduation requirements for certain degree programs
- Education abroad programs that are attached to a mandatory practicum or a capstone
- Education abroad programs that address an academic gap, which may be required as part of a broader degree program
- Education Abroad Programs that create an academic opportunity required by a curriculum or program that is limited or not available on campus



## Education Abroad Faculty – Led Program Proposal Review Form

Program Name/Location: \_\_\_\_\_

Faculty Name (s): \_\_\_\_\_

Program Dates: \_\_\_\_\_

### Reviewer Comments

1. Aptitude:

2. Completeness:

3. Budget:

4. Concept:



5. Diversity:

6. Safety/Risk Management:

7. Knowledge and Experience:

8. Previous Success:

9. Curricular Significance