

## **SUBMITTING A PROPOSAL FOR A FACULTY-LED APSU STUDY ABROAD PROGRAM**

### **GENERAL PROCEDURES**

Austin Peay State University International Education, in partnership with APSU academic units and colleges, facilitates and develops study abroad programs for APSU students. Study abroad program proposals should originate with faculty and carry the endorsement of appropriate departmental and college administrators. International Education welcomes early, informal consultation by faculty and units for program planning and encourages coordinated programming among departments.

Academic units and college are responsible for review of program and course subject matter and instructional delivery methods. Program proposals that have the support of the chair(s) and dean(s) of the sponsoring APSU college(s) are submitted to the Coordinator of International Education. When completed proposals are received, they will be reviewed by a committee selected by the Provost and comprised of faculty, staff, and the Coordinator of International Education. Following the committee review, proposals will be forwarded to the Provost with the review committee recommendations for review and final approval.

Faculty members interested in proposing a new APSU faculty-led study abroad program will need to submit:

- a completed program information page
- a narrative of no longer than seven pages which addresses the ten issues listed below
- letters of support from the appropriate chairperson and dean(s) indicating department and college commitment to long-range support of the program
- a budget for the program

### **NARRATIVE INSTRUCTIONS**

1. Define the program in terms of program subject matter, learning objectives, instructional models and a list of APSU courses to be taught on-site.
2. Relationship to other APSU study abroad programs in the host country and in the subject matter area. Specifically address: a) opportunities for cooperation with other APSU programs and departments (or those of other universities) in the locale, and b) potential undesirable consequences of competing with established APSU programs for interested students.
3. Provide an overview of the types of and degrees to which field trips, host institution faculty, and aspects of the host culture and environment woven into the program and courses. Indicate nature and level of contacts already made. Indicate numbers and type of general credentials of host country faculty/speakers to be used.

4. Describe plans for incorporating foreign language coursework into the program, if applicable.
5. Include a brief description of the program environment and logistical arrangements which address issues of health, welfare, and security of students including emergency management plans and orientation schedule.
6. Provide a review of the efficiency and viability of logistical arrangements, including student housing and meals, classrooms, and educational excursions.
7. Specify minimum, as well as desirable, student qualifications for participation in the program.
8. Estimate likely student enrollment initially and in subsequent years (cite evidence or basis for estimates); minimum enrollments needed to cover costs; contingency plans to cover financial losses.
9. Identify primary person(s) taking responsibility for recruiting students. Also provide a reasonably detailed description of the plan to be used for recruitment.
10. Describe how the sponsoring APSU department and college will evaluate the program and assess student outcomes.

#### **SUBMISSION PROCEDURES**

Review of formal program proposals takes place on a rolling cycle during each academic year.

In order to be considered and approved in time for sufficient marketing, proposals should be submitted by the following dates:

For summer programs: Proposals should be submitted no later than the 1st day of July of the previous academic year.

For fall semester and academic year programs: Proposals should be submitted no later than the last day of October of the previous academic year.

For spring semester and winter break programs: Proposals should be submitted no later than the last day of January of the previous academic year.

Send completed proposal packages to:

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