

Brandeis-Run Study Abroad Programs Program Development Proposal

Thank you for your interest in submitting a Brandeis-Run Study Abroad Program Development Proposal.

Brandeis University takes a proactive approach to considering how many faculty-run programs it can realistically support, which content areas best reflect the university's strengths, which countries and regions provide connections to Brandeis resources, which locations have reasonable health, safety, and legal risk, as well as which types of partner institutions or program providers match-up best. This questionnaire and the entire program development process is designed to assist in this effort and to maintain the integrity of Brandeis' international activities. Please follow the Guidelines for Proposals to obtain the necessary approval before initiating any study abroad or international activity for students.

Information, forms, and resources to assist Brandeis University faculty members and administrators in development of programs are provided on the Office of Study Abroad website. Staff in the Office of Study Abroad are also available to help you and answer any questions you may have. Meeting with study abroad staff to initially discuss your proposal and talk about ways of supporting the mission through various resources before completing this proposal is strongly encouraged.

A. Cover Sheet

Faculty Sponsors of proposed programs should complete a Cover Sheet to provide contact information and basic program details. You may complete one and print it from our website.

B. Basic Description of the Program

Briefly describe the proposed program and its location(s).

- a. With what academic institution(s), co-sponsoring organization(s), or study abroad program provider will the program abroad take place? Describe the nature of your affiliation with said institution(s), if any up until this point?
- b. List sponsoring academic unit(s) at Brandeis University. Separate letter(s) of support needs to be supplied by the head(s) of each sponsoring unit.
- c. Dates of the program and desired duration. *Note: It is discouraged for program overlap with regular home campus classes that result in students missing classes.*
- d. Estimated number of participants and the target audience. Include minimum and maximum numbers that the program can accommodate and/or is ideal (e.g. are pairs needed?).
- e. What are the student health and safety concerns or considerations in the proposed site of the program? What resources do you know of for addressing those considerations?

C. Rationale

1. What is the academic rationale for conducting this program abroad? How will the specific location(s) enhance the learning goals for the program?
2. Explain how the program location(s) was chosen and evaluated.
3. Is there any conflict or overlap with existing Brandeis sponsored programs abroad?

4. What evidence is there of student demand/need for this program?

D. Eligibility

1. Are there any academic requirements (e.g. minimum GPA, prerequisites, class standing, language level)? *Note: Brandeis policy prohibits participation of students on academic or disciplinary probation.*
2. Will the program be open to students from all departments? *Note: We discourage the idea of opening programs to outside students from other universities and colleges until the program has run a few years.*
3. Who will be responsible for making admissions decisions to the program?

E. Academic Program Abroad

Courses on for-credit programs must be approved by the School Council and Dean of Arts and Sciences/Undergraduate Curriculum Committee if this proposal is approved.

1. Briefly describe the overall instructional program. Outline the instructional schedule and provide the classroom contact hours. *Note: Pedagogical time outside of a classroom setting (museum tours, meetings with local authorities, etc.) and other experiential learning opportunities such as internships, service learning, etc. should also be considered.*
2. How many credits will each participant be required to take?
3. Indicate whether students will be enrolled in:
 - a. Courses taught by an accompanying U.S. faculty member?
 - i. Provide draft syllabi for courses that will be taught.
 - ii. Provide CV and/or list of qualifications of instructors.
 - b. Regular host university courses?
 - i. Provide description of university, range of courses offered, and illustrative courses descriptions.
 - c. Special courses for international students taught by host country faculty?
 - i. Provide course descriptions for courses that will be taught and the Brandeis equivalent course.
 - ii. Provide CV and/or list of qualifications of instructors.
4. Which major, distribution or other requirements can be satisfied on the program?
5. Who will determine students' grades and on what basis (if not included in draft syllabus)?
6. Describe classroom or other teaching facilities on-site and what type of contract will be necessary to use them.
7. Which other faculty members have you consulted with in developing this proposal?
8. Do you envision that this program will be offered more than once? On what timeframe/cycle? Do you know of other faculty members at Brandeis who could serve as Faculty Directors in future or alternate years?

F. Student Learning and Development

1. Describe how the program will assist students in developing cross-cultural competencies. How will students be brought into direct contact with the host culture?

2. Indicate how the program incorporates the program site into its pedagogy.
3. If applicable, how will the program provide language development appropriate to the mission of the program?
4. Describe how the students' international experiences might be integrated upon return to campus.

G. Visa Issues

- a. Will the Faculty Director(s) or students require visas to participate in the program? Be sure to include information on visa requirements for both US and non-US citizens. *Note: As part of the approval process this information may need to be verified through direct contact with consulates as visa policies change frequently and many countries have very specific rules about student visas even for very short programs. This can be a legal liability if students and Faculty Directors do not travel with appropriate visas.*
 - i. If visas are required, is it possible to do a group visa process or do students have to apply individually?
 - ii. If visas are required what is the cost of the student visa and how long does it take to obtain the visa?

H. Orientation Programming

4. Describe the pre-departure orientation. How many sessions? When they will be held? Who will conduct them? Content? Assignments to be given?
5. Describe the on-site orientation. Who will conduct it? What is the content? Distinguish between academic preparation sessions and those that focus on logistics.

I. Support Services Abroad

6. Will the faculty member(s) leading this program be available to students at all time (24 hours a day)? If so, provide evidence of his/her preparation to serve as the primary contact for student support including medical and emergency concerns.
 - G. If not, describe the office or individual overseas who will address students' logistical, academic, personal, medical, and emergency concerns.
7. Who will be available to assist the primary Faculty Director if he or she falls ill or has to respond to one student in need and is therefore separated from the rest of the student group?
8. Please describe the on-site support services while abroad available to students with disabilities and/or students from diverse backgrounds.

J. Health, Safety and Security

Review the Country Specific Information Sheet(s) for your destination(s) on the [State Department's Office of American Citizens Services and Crisis Management \(ACS\) website](#) and the [Center for Disease Control's Health Information for Travelers webpage](#).

List the risk factors associated with the program location(s) and how these risks will be mitigated.

1. What safety and security preparation will be provided to the group? What security measures will be taken on their behalf?

2. List the location of the nearest hospitals, clinics or other health faculties staffed by English speaking health care professionals in the vicinity of the proposed program location(s).
3. What, if any, access is available locally to English speaking mental healthcare providers?

K. Supplementary Activities and Logistics

- a. Describe excursions or group activities and how they directly complement the academic program.
- b. Describe any relationships you propose to facilitate such visits, including contracting outside travel companies, etc.
- c. How will students travel between their accommodations and class?
- d. What type of transportation will be use on excursions, etc.?

L. Room and Board

- a. Describe student housing accommodations in detail, including type of rooms, access to kitchens and laundry facilities, air conditioning, etc.
- b. How will accommodation reservations be made and what type of contracts will this necessitate?
- c. Describe the meal arrangements in detail. How will dietary needs be met (allergies, restrictions, etc.)? If housing does not have kitchen facilities, what is the proximity of the local grocery store? Are there reasonably priced restaurants nearby?

M. Program Budget

The Office of Study Abroad has a standard protocol and process for establishing program fees. You will work with staff in the Office of Study Abroad to create a realistic draft budget through the program development process. A full budget is not expected at this point but please consider the following as you consider the structure and operation of your program as it directly relates the affordability of the program for students.

- Salaries for instructional staff (if not included in teaching load)
- US staff travel to program site
- US staff displacement allowance (if during the academic year)
- Tuition & fees to host institution or program provider abroad
- Fees for use of instructional space
- Administrative costs (publicity, office expenses)
- Group excursions (bus rental, hotels, guides, admission fees, etc.)
- Student housing (if paid through program fees)
- Student meals (if included in program fees)

Each program may need to make payments in advance or to make financial resources available for accompanying staff members to pay for various program expenses as they arise. Please keep this in mind and plan accordingly.

- a. What fee do you anticipate charging for this program?
- b. What costs will the fee include? Consider fees to host institution, room & board, health insurance, excursions,

books and other materials.

- c. If not included in the fee, what are estimated costs for room and board, personal expenses, and international airfare, etc.?

N. Program Administration

Brandeis has a set of standards to describe the procedure for registering students, collecting fees, paying program costs abroad, enrolling participants in student health insurance, conducting checks of academic and disciplinary records, collecting and retaining documents (e.g. Participant Agreement, Release & Waiver Forms, etc.). Please feel free to talk to study abroad staff to answer any questions you have. Once your proposal is approved, more information will be available in the Faculty Director Handbook.