



## Service Abroad and Study Abroad Program Proposal Outline

Please attach the documents and narratives for each section, as needed, using N/A for sections that do not apply. Please submit the completed proposal to the Office of the Provost for review and consideration. Please limit each narrative section or subsection to 150 words.

- I. University Mission and Strategic Plan
  - A. *For Study Abroad for Credit:* Course Title and Credit Hours *-OR-*  
*For Service Abroad not for Semester Credit Hours:* Program Title/Description
  - B. Describe how the proposal advances the University's mission, current strategic plan, and the strategic plan of the sponsoring college
  
- II. Facilitator/Sponsor Credentials
  - A. *For Study Abroad for Credit:* Faculty credentials (attach credentials from Xitracs) *-OR-*  
*For Service Abroad:* A narrative concerning facilitator credentials
  - B. Provide a description of the lead facilitator's personal experience with international travel and leading student groups outside of a traditional classroom setting. If the facilitator has not traveled abroad, please include details on preparation that would be needed to prepare for cultural and social uniqueness for the proposed host country
  - C. Additional sponsor(s) (HBU requires at least one male and one female chaperone for each trip (assuming participation by students of both genders on the trip)
  
- III. Service/Study Description
  - A. *For Study Abroad for Credit:* Course syllabus(i) (attached) *-OR-*  
*For Service Abroad:* Narrative of the purpose, scope, and goals for student outcomes
  - B. Attach detailed itinerary with dates, locations, partner sites, description of activities, learning opportunities, and excursions
  
- IV. Marketing/Promotion

Include a narrative explaining what strategies the sponsor proposes to use to promote student awareness and to actively recruit for the course/program to ensure adequate participation to meet the trip's objectives and financial viability
  
- V. Study Abroad/Service Abroad Financial Plan

*External Partner Agreement:* Attach a copy of the proposed agreement with the external partner facilitating the trip and/or academic course *-OR-*  
*HBU-Directed Service/Study Abroad:* The facilitator should work with a Financial Operations staff member to complete the resource stewardship summary (Excel worksheet available in SharePoint)
  
- VI. Assessment Plan

Describe the assessment plan for evaluating the outcomes proposed in section III and for expanding the impact of these for the benefit of the wider integrating cultural experiences within the campus community upon return. Include a description of the report-out data that will be shared (e.g., student numbers, student and sponsor testimonials, financial viability assessment)