

Facilitator Introduction and Guidelines

Introduction

We are excited that you are interested in developing a study/service abroad program for HCU students! Studying abroad is a wonderful opportunity for students to learn outside of the traditional classroom setting, and we could not do this with our dedicated faculty and staff program directors.

Developing a new program may seem intimidating at first, but we hope this proposal process makes the process easier to understand the steps that go into building a new program and all of the required documentation clear on the front end. Additionally, the International Center is here to support you and answer any questions you may have.

Your first steps in developing a program is to discuss your ideas with your department chair to discuss your proposal and how it relates to your college/school/department's mission as well as the university mission and strategic plan.

Next you will need to schedule a meeting with the Director of the Spahr-Tan Center for International Education, who will help support your efforts and guide you throughout the proposal process.

Once your proposal is complete, you will submit it to the study abroad committee for review (studyabroad@hc.edu). All HCU sponsored study abroad trips and/or foreign travel must be submitted to the Study Abroad Committee by the required deadlines. To ensure adequate consideration prior to the deadline for publication in the upcoming schedule of classes, proposals for spring or summer study abroad travel must be received by September 1 of the preceding year and proposals for fall study abroad travel must be received by December 1 of the preceding year. A faculty or staff program facilitator (with the affirmation of their dean or director) may present a program proposal to the Study Abroad Committee. The proposal should include all items requested in the proposal forms. Please see an overview of the proposal documents below.

Guidelines

The Spahr-Tan Center for International Education and the Study Abroad Committee through the Office of the Provost supports off-campus courses taught by HCU faculty; agreements with other study abroad programs and/or foreign universities; service opportunities including missions, internships, and student teaching opportunities; and faculty teaching opportunities abroad.

Study Abroad Program Proposal Outline

Phase one of the proposal process is a general overview of the program, course, and faculty information as well as a proposed budget.

Phase I

1. Program Information
 - a. Provide details regarding the timeline of the program (length, tentative arrival and departure dates, academic term)
 - b. Location information

- c. Affiliate/Partner Information
 - d. Risk Management
- 2. Facilitator and Course Information
 - a. For Study Abroad for Credit:
 - i. Faculty credentials
 - ii. Course Title, Credit Hours, and Course syllabus
 - b. Service Abroad: A narrative concerning facilitator credentials
 - c. 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
 - d. 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). The minimum number of chaperones for a faculty-led trip is two, and requires an additional chaperone for every 10 students (e.g. 21-30 = 3 chaperones, 31-40 = 4 chaperones). If you are working with a foreign university that provides additional staff/faculty support while on the ground, HCU is able to waive the two-chaperone requirement.
 - e. Please attach the copy of the signed approval from your department.
- 3. Financial Plan
 - a. External Partner Agreement: If using an affiliate partner, attach a copy of the proposed agreement with the external partner facilitating the trip and/or academic course. Please note that only Sandy Mooney is approved to sign contracts on behalf of the university.
-OR-
 - b. 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).

Phase II

Phase 2 is meant to provide more in-depth information related to the program, specifically focused on recruiting efforts for the program, how the program supports the mission and vision of the university/college, and program assessment.

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

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)

University Mission and Strategic Plan

Describe how the proposal advances the University's mission, current strategic plan, and the strategic plan of the sponsoring college