



Global and Domestic Study Proposal Review Criteria

Faculty Experience

- Does the faculty demonstrate acceptable experience in the host location and/or expertise about the academic content and the significance of the content at the location?
- Does the faculty have adequate experience in the host location to prepare and lead students in an international or domestic experience?
- Does the faculty have experience managing groups while traveling either domestically or abroad?
- Have all faculty and traveling program support staff been vetted by the department?
- Has the department cleared conflict of interest issues between all faculty leaders and/or traveling support staff?

Logistic and Organizational Considerations

- Does the faculty offer sufficient justification for the amount of in-country/multi-country/multi-state travel and number of site visits proposed?
- If the program partners with a host organization or third party provider for program logistics, is it a well-established, trusted organization experienced with foreign groups? Note: volunteer/work abroad programs must partner with a host organization.
- Is proposed housing safe, clean, culturally appropriate, and sufficiently vetted?
- Is proposed transportation safe and reliable?
- Has the faculty member initiated conversations if working with a third-party program provider and have a confirmed price before proposal/budget submission?
- Is the faculty member committed to maintaining timely communications with the Office of Global Education to ensure all requirements and deadlines are met?

Academic Standards

- Do the program itinerary and syllabus have clear academic and/or experiential goals that are specific to the host site?
- Does the program provide opportunities for meaningful interactions with the host culture that enable students to increase their cultural competence?
- Is there an adequate balance of classroom/lecture time and experiential learning in the host location?
- Is the length of the program appropriate for number of credits offered? Specifically, does it allow for enough contact hours to warrant the number of credits while also ensuring enough unstructured free time for students to reflect on their experience?
 - Direct contact hours include instruction from the faculty leader, guest lecturers, and in-country experts which does not need to take place in a formal classroom.
 - Indirect contact hours include lab work, field trips, assignments, and other experiences that do not involve direct instruction, and are counted as contact hours using a ratio of 2:1, e.g. a two hour field trip = 1 contact hour.
 - Contact hours can include meetings before and after travel.



Marketing and Recruitment

- Are the course prerequisites, recruitment strategy, and selection process transparent, fair, and inclusive?
- Does the faculty have a clear and robust marketing plan?
- Will the faculty member be present on campus to recruit students?
- Are there sufficient and qualified academic and administrative faculty/staff for the number of students proposed? Note: OGE recommends a second faculty/program support staff for programs with 12 or more students.

Health, Safety, and Risk Management

- Is the program designed to minimize and mitigate potential risks?
- Is the faculty thoughtful and thorough in their articulation of the health and safety risks and risk mitigation measures for the host location?
- Is the faculty member committed to incorporating feedback from the International Risk Management Committee into their risk management plans?

Budget and Finance

- Is the program affordable given the location, program length, nature of the activities, and number of credits? In recent years, the threshold for the total program cost of a successful global study program has been approximately \$5,000 or less (not including airfare). Note: most CAP programs are in the \$5000-\$6000 price range as the programs tend to be longer and 6 credits.
- Does the draft budget include comprehensive estimates for program costs, including excursions, supplies, classroom space, transportation, and accommodations?
- Do the estimated number of students justify costs associated with a second faculty or program support staff? Note: OGE requires that a minimum of 10 students enroll in programs with one faculty leader and a minimum of 12 students in programs with two faculty co-leaders. There can be a lower number of students proposed with prior approval from OGE.

Global or Study Recurring Proposal – Additional Criteria

Programs that meet the following criteria will be eligible to complete the abbreviated Global Study Proposal:

1. Previous proposal was approved by GEAC without needing revisions.
2. Program has run at least twice consecutively, when offered (e.g. if the program is proposed every other year, it needs to have run the last two iterations).
3. Faculty member has consistently met **the original recruitment goal/budget minimum** for at least the last two iterations.
4. The program is being led by the same faculty member.
5. Faculty members that complete the recurring proposal are still subject to the terms of the Faculty Member Agreement. Failure to meet the terms will result in the faculty member being ineligible for the recurring proposal the following year.