

Instructions

The proposal survey is made up of the following sections:

- Program Quick View
- Program Staffing
- Course Information
- Program Details
- Program Logistics
- Recruitment and Predeparture Logistics
- Health and Safety
- Post Program Logistics
- Program Budget
- Supplemental Information

There is logic built into the proposal survey. The questions you are posed will vary depending upon the information you provide. You can access a PDF of the complete survey at <https://www.ohio.edu/global/goglobal/resources/faculty-directors.cfm>.

If you need support at any point during your completion of the proposal survey, please contact Catherine Marshall, marshalc@ohio.edu.

Program Quick View

Program Quick View

Program Quick View

Program Title	<input type="text"/>
Duration (in weeks)	<input type="text"/>
Tentative Dates	<input type="text"/>
Frequency of offering	<input type="text"/>
Location(s)	<input type="text"/>
Minimum Participants	<input type="text"/>
Maximum Participants	<input type="text"/>

Program Type (select all that apply).

Classroom-based

Community Engagement

Studio-based

Clinical

Field-based

Other

Please describe the clinical experience you have planned and your on-site partners. Outline government permissions program leadership and participants will be required to get and accreditation standards met as appropriate.

Please describe the community engagement experience you have planned. Indicate who your on-site partners are, the community activities the group will be doing, and amount of time devoted to the activities.



If other was selected, please describe the program type.



Will travel associated with this program overlap with regularly scheduled classes on campus?

Yes

No

Please indicate the extent to which the program will overlap with regularly scheduled classes on campus, explain the reasoning for this overlap and outline the communication plan to faculty and staff impacted.

Eligibility Requirements Beyond Good Academic and Judicial Standing

All study abroad participants are expected to be in good academic standing and to comply with the [Judicial Policy for Study Abroad and Domestic Study Away Programs](#). Please indicate additional requirements for participation below (e.g. class standing, minimum GPA, course prerequisites).

Are Undergraduate students eligible to participate?

Yes

No

What is the minimum GPA requirement for undergraduate students?

Please indicate the types of additional prerequisites for undergraduate students (select all that apply).

Coursework

Foreign Language

Class Standing

Other

None

Please list prerequisite coursework for undergraduate participants.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Please describe the language prerequisite for undergraduates.

Please indicate class standing prerequisites.

First Year

Sophomore

Junior

Senior

Please describe any additional prerequisites.

Are Graduate students eligible to participate?

Yes

No

Please indicate the types of additional prerequisites for Graduate students.

Coursework

Foreign Language

Other

None

Please list prerequisite coursework for Graduate participants.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Please describe the language prerequisite for Graduates.

Please describe any additional prerequisites.

Are Medical and/or Physician Assistant students eligible to participate?

Yes

No

Please indicate the types of additional prerequisites for Medical and/or Physician Assistant students.

Coursework

Foreign Language

Other

None

Please list prerequisite coursework for Medical and/or Physician Assistant students.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Please describe the language prerequisite for Medical and/or Physician Assistant students.

Please describe any additional prerequisites.

Is program open to professionals, alumni or other non-OHIO student participants, including students attending other universities?

Yes

No

Please explain eligibility requirements for non-OHIO student participants.

Will non-OHIO student participants be required to register for course credit as part of their participation? Please note that regardless of course registration status, all participants are expected to be fully engaged with the program.

Yes

No

It is expected that most programs will be credit bearing, but there are circumstances in which a program may run without offering academic credit to participants.

Will the program run without offering academic credit to participants?

Yes

No

Please explain the reason for not offering academic credit to participants.

Program Staffing

Program Staffing

All programs should have a director who acts as the program champion as well as academic and logistical lead. Some programs have two directors who share leadership responsibilities. This structure can be particularly helpful for larger, interdisciplinary programs.

Many programs utilize providers or on-site partners to facilitate logistics, student services and instruction during a program. Programs may additionally employ program assistants to provide support for both predeparture and on-site logistics and instructions. These additional staff members can be invaluable should the group be required to split up (e.g. in the case of a sick student, the co-director or program assistant stays with the student while the program director travels with the rest of the group on an excursion).

An alternate director must be identified for all programs. In the event that the program director is incapacitated or otherwise unable to travel with the group as planned, this individual will assume program leadership. The alternate program director does not need to travel with the group but must be on-call and available for the duration of the program.

Program Director:

Name

Rank

Department

Email

It is expected that a study abroad program director will have some experience with the proposed location in order to best facilitate the experience for students. Directors with minimal or no experience on-site should be working with an on-site provider who has familiarity with the location.

Does the program director have prior first-hand experience in the host location(s)?

Yes

No

How will the program director mitigate the lack of first-hand experience in host location(s)?

Does the program director have an appropriate level of fluency in the local language of the proposed location to be able to conduct business and facilitate the program?

Yes

No

Please indicate how communication in the local language will be facilitated.

Will there be a co-director assisting with program leadership?

Yes

No

Program Co-Director

Name

Rank

Department

Email

Does the program co-director have an appropriate level of fluency in the local language of the proposed location to be able to conduct business and facilitate the program?

Yes

No

Please indicate how communication will be facilitated if not already addressed for director above.

Alternate Program Director

Who will lead the program if the program director is unexpectedly unable to do so?

Name

Rank

Department

Email

Does the alternate program director have prior first-hand experience in the host location(s)?

Yes

No

How will alternate program director mitigate lack of first-hand experience in host location(s)?

Does the alternate program director have an appropriate level of fluency in the local language of the proposed location to be able to conduct business and facilitate the program?

Yes

No

Please indicate how communication will be facilitated.

Additional Support and On-Site Staff

Below please provide information on the additional support and on-site staff to be employed for the program.

Will this program be working with a program provider or on-site partner (e.g. study abroad provider, partner university, travel organizer)?

Yes

No

If the program will not be working with a program provider or on-site partner, who will be responsible for managing logistics and other needed on-site support leading up to, during, and after the program?

Please indicate the program provider or on-site partner with which the program will be working.

Please note that program providers may need to be selected through a competitive bid process if not on the preferred custom provider list. Providers that can be utilized without an additional bid process are Amizade, API, CEA, CEDEI, Child and Family Health International, Connect 123, Global Experiences, IEP, ISA, Kaya Responsible Travel, SIT and Spanish Studies Abroad.

Will this program require a program assistant or graduate assistant?

Yes

No

How many assistants will be needed?

Please describe the assistant's duties (e.g. program logistics, grading)

Will the program assistant be hired from OHIO or contracted from elsewhere?

OHIO

Outside Contract

Please describe how the program assistant will be selected.

Course Information

Course Information

For a listing of all active courses, please refer to the [Master Curriculum File](#).

How many courses will be offered on the program? Please enter your response as a number (e.g. 2).

What is the total number of credit hours to be taken by participants. Indicate if the total credit hours will vary for different populations (e.g. undergraduate vs graduate students)

Outline how all contact hours associated with the course credit will be fulfilled? (e.g. class meetings for four hours/day over 10 days for a total of 40 contact hours plus five hours of site visits to local organizations. Three credits to be awarded.)

Please note that course credit for formal courses (e.g., lecture, seminar) is based on the number of contact hours. As a rule of thumb for formal undergraduate courses, one credit hour equals 15 contact hours. One credit of an undergraduate laboratory class equals 30-45 contact hours. In general graduate courses earn one credit hours per 10-15 contact hours.

Please upload a draft itinerary of the program indicating course-related time, excursions, and free time.

1 Course

Course Title as listed in the Master Curriculum File

Course Prefix and Number (e.g. SPAN 2010)

Instructor of Record

Credit Hours

Requirements met by successful completion of course (please select all that apply).

Tier II

J-Comp

major elective

Tier III or Capstone

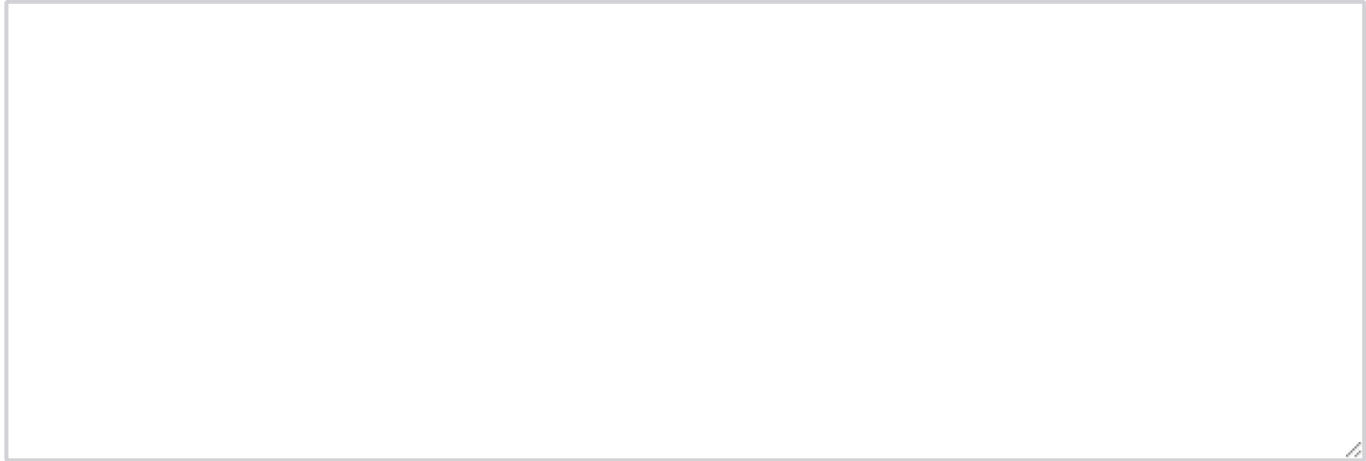
major requirement

other

Program Details

Program Details

Please explain the connection between the course(s) to be offered and the program location.

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How does the proposed program fit into the sponsoring unit's academic program and mission?

A large, empty rectangular text box with a thin gray border, intended for the respondent to describe how the proposed program fits into the sponsoring unit's academic program and mission.

Please articulate 2-4 learning outcomes that you expect students to achieve upon completion of the program. Outcomes should be clearly stated with action verbs (e.g. Bloom's taxonomy), be clearly connected to program activities, and should be measurable through program assessments.

How will these outcomes be assessed?

Indicate any physical demands or situations associated with participation that would vary significantly from what students would encounter on campus at OHIO (select all that apply).

- | | | |
|--------------------------------|----------------------------|---------------------------------|
| extensive walking or standing | extreme weather conditions | limited/no wifi or cell service |
| high level of physical fitness | water activities | other |
| heavy lifting | high altitude | none |

If "other" was selected, please provide an explanation of the additional physical demands or situations associated with participation.

Must a participant be able to engage in these physical demands or situations in order to successfully meet learning objectives and successfully complete the coursework?

Yes

No

Program Logistics

Program Logistics

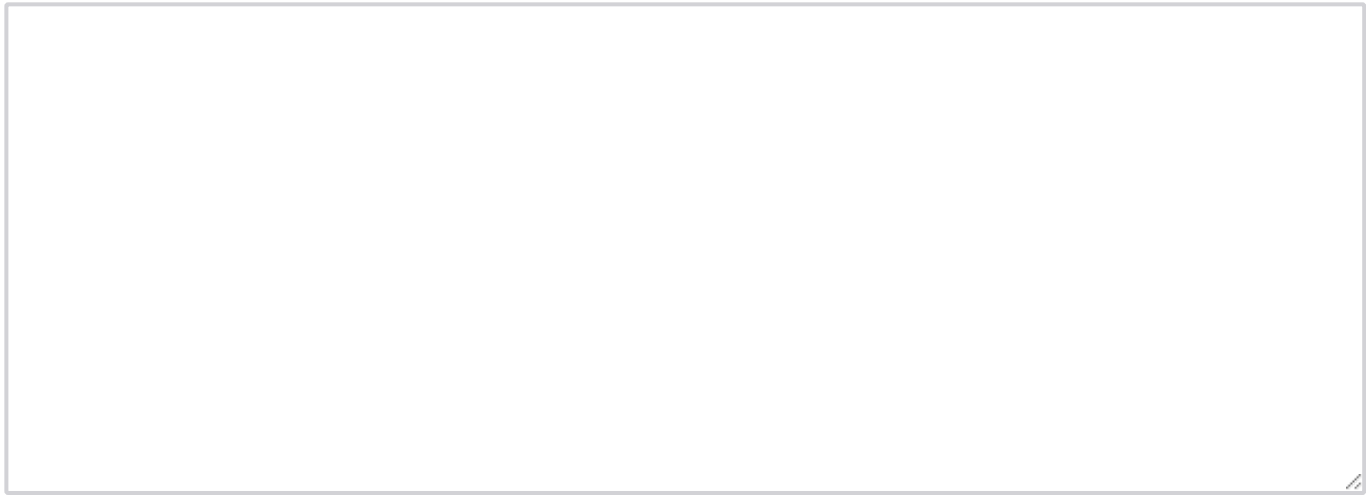
Is a travel visa required for US citizens to participate on this program? Guidance can be found at www.travel.state.gov.

Please note that non-US citizens may participate on this program and may have different visa requirements than US citizens.

Yes

No

Please describe the process, time line and cost for obtaining the required travel visa(s) for US citizens.



It is expected that appropriate facilities will be available for academic content delivery.
Where will instruction take place?



How will office hours be handled during the program?



Will excursions (day or overnight trips outside the program location) be offered?

Yes

No

Please describe all excursions and indicate how they connect with the academic focus and learning outcomes of the program.

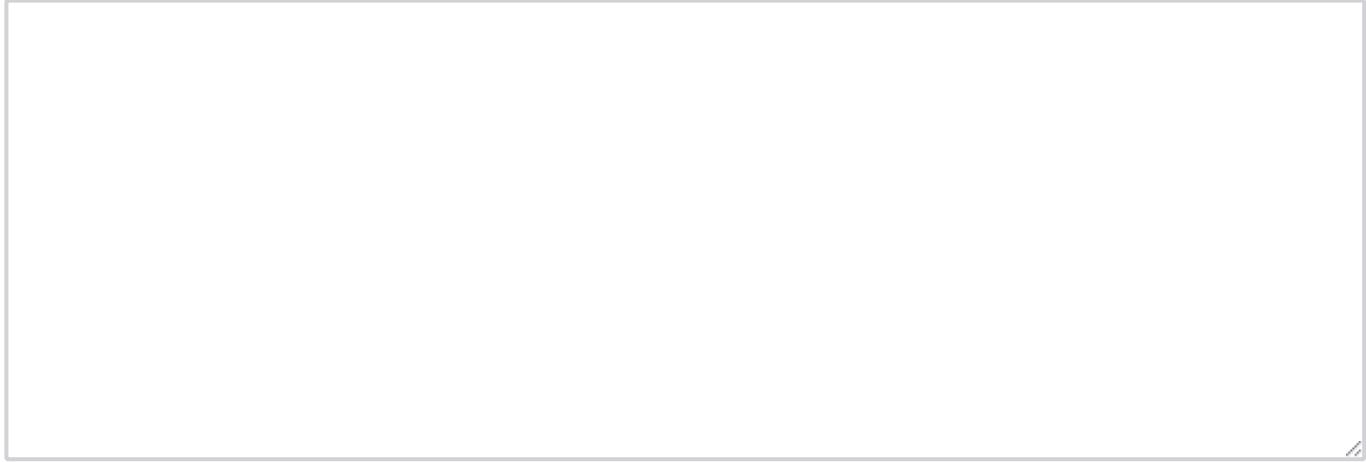
Indicate housing arrangements being used during the program (select all that apply).

- | | | | |
|-------------|-----------|-----------|-------|
| hotel | apartment | dormitory | other |
| host family | camping | hostel | |

Please provide details regarding the camping that participants will be doing, including equipment needs and types of camping sites (e.g. established campgrounds, wilderness).

If other was selected, please describe the housing arrangement.

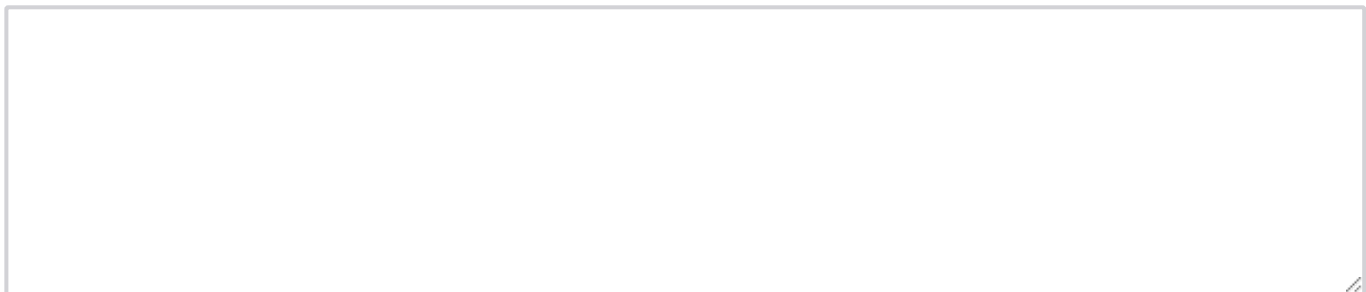
Please outline guidelines for selection of families, review or placements and process for dealing with student or host family concerns.

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How was housing selected and vetted?

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Describe alternate housing that could be made available to students in the event of emergency or if a student needs to be moved.

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Indicate meal arrangements for students for the duration of the program (check all that apply).

full board

partial board

student
responsibility with
access to kitchen
facilitiesstudent
responsibility
without access to
kitchen facilities

other

If other was selected, please describe the meal arrangements.

Will meal arrangements allow for reasonable accommodation of participants with dietary restrictions (e.g. allergies, vegetarian or vegan diets, religious reasons)

Yes

No

If no, please explain.

Indicate what type of academic support facilities will be available to participants (please select all that apply).

library

athletic facilities

none

computer lab

other

If other was selected, please describe the type of academic support facilities that will be available.

Indicate which means of transportation will be used to convey participants during the program (please select all that apply).

public transport

chartered bus

taxi

walking

rental car with
professional driver

boat

flight

other

If other was selected, please describe the type of transportation to be used.

Please indicate how transportation providers have been vetted.

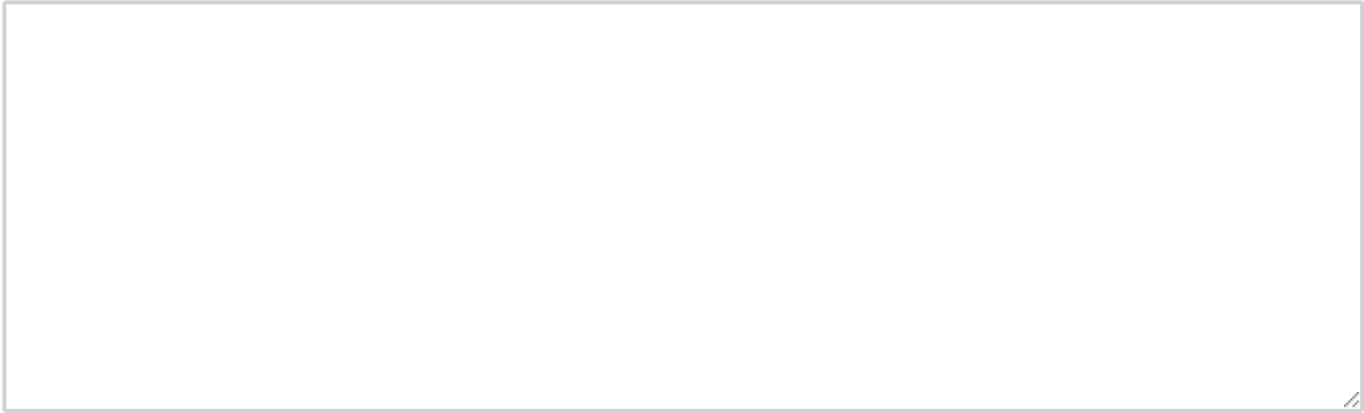
Recruitment and Predeparture Logistics

Recruitment and Predeparture Logistics

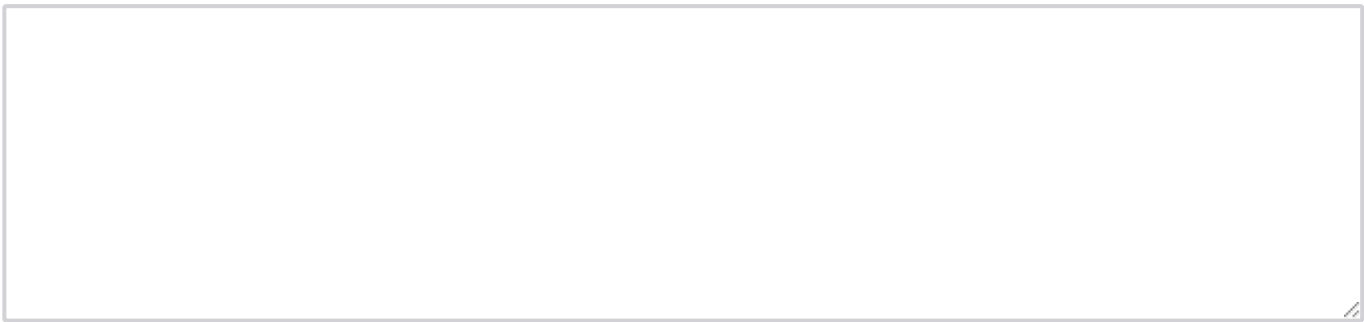
What is the approximate size of the program's target audience based on all listed prerequisites?

Please explain how the above target audience size was determined.

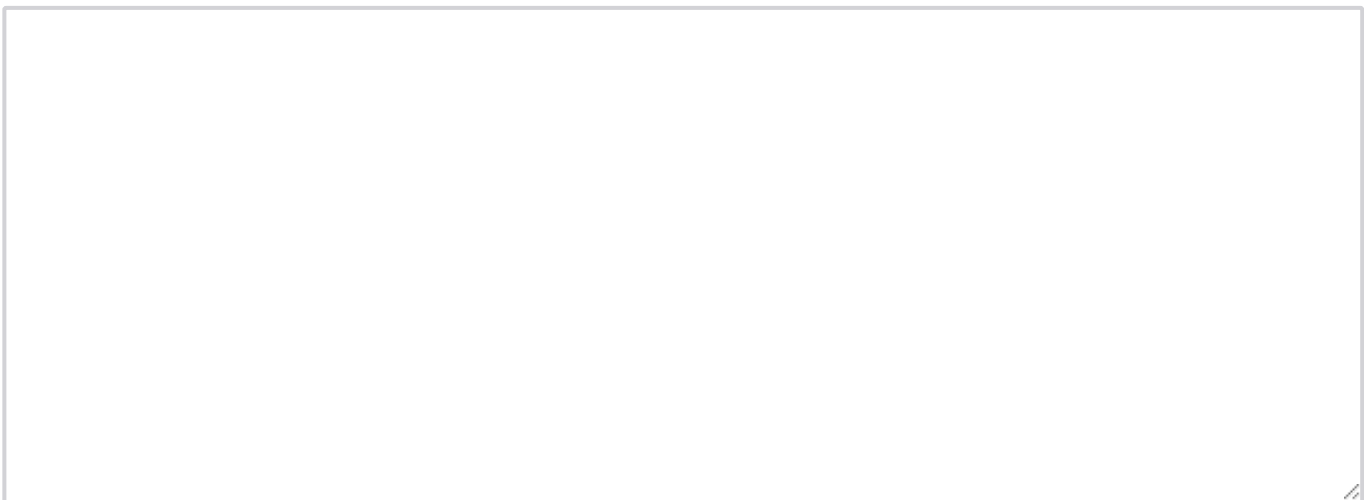
Describe how the population will be targeted in recruitment efforts.

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How will this program appeal to them academically and personally?

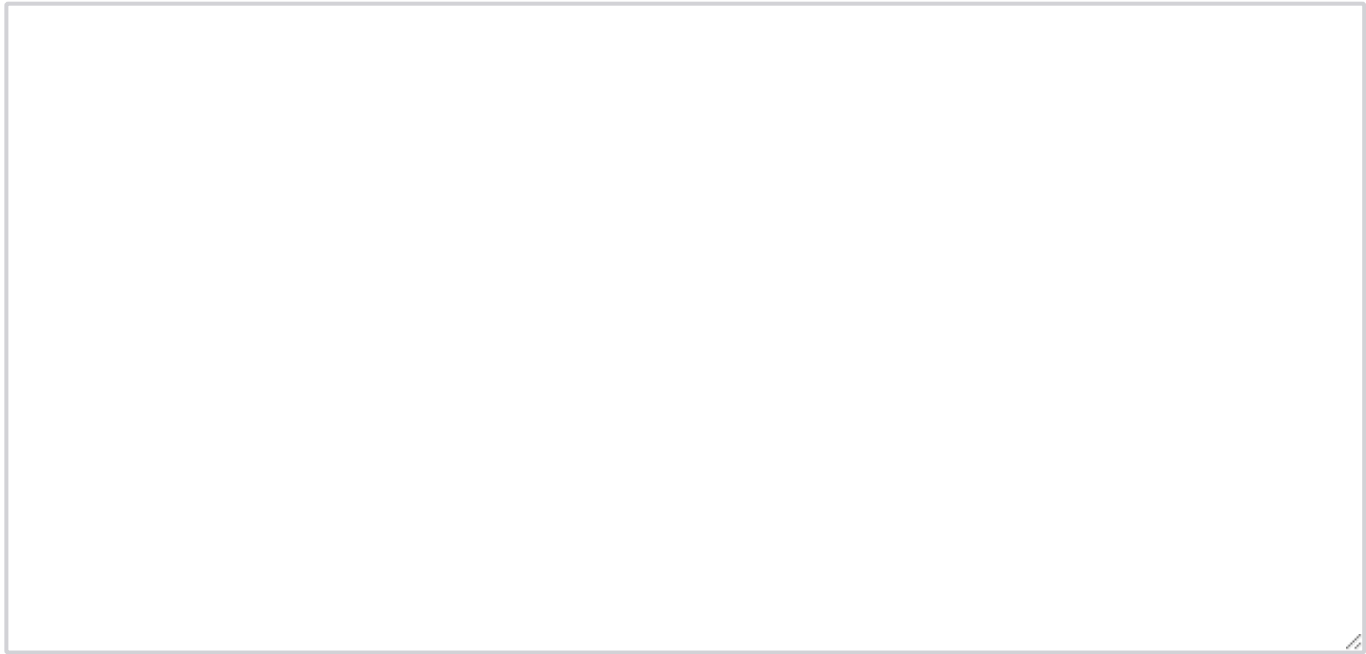
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How does this program differ from others currently being offered by Ohio University? Are there synergies to be gained by combining with an existing program or program site?

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Outline your recruitment plan below. How will you get the word out? Which key allies will assist you with recruitment? How will your department or school support recruitment?

Please note, while OGO can supply marketing materials (providing 3 weeks' notice) and access to recruitment events, data suggests that the majority of students participating in programs find out about opportunities directly from the program director or other faculty members.

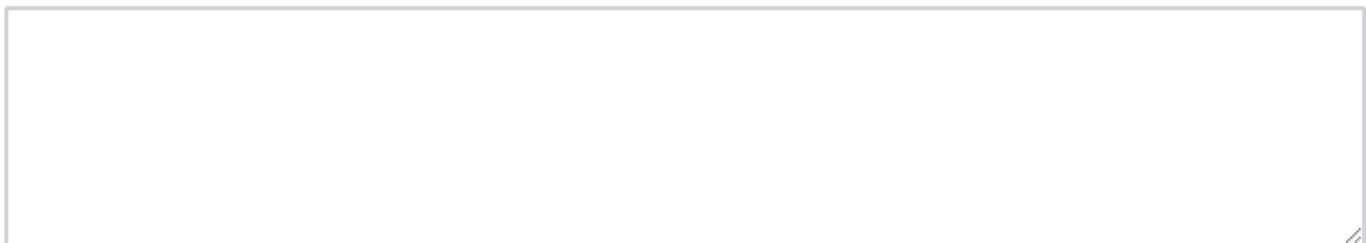


Do you have any commitments that will take you off campus for more than three weeks during your recruitment and predeparture preparation period?

Yes

No

Please explain how recruitment and preparation for the program will continue in your absence.



Program orientations are expected to include health and safety information, as well as logistics, local legal information, such as drinking age and laws related to sexual orientation, and cultural and academic expectations. Please provide a brief outline of the topics to be covered during program-specific predeparture orientations.

How many sessions will be held?

How long will each orientation session be?

Who will conduct the orientations?

Health and Safety

Health and Safety

Is there currently a US State Department travel warning in place for the host location(s)?
Travel warnings can be found at travel.state.gov.

Yes

No

Is there an International SOS security risk rating of high or extreme in place for the host location(s)? Access International SOS information at www.internationalsos.com using member number 11BCAS000010.

Yes

No

Is there a CDC level 3 notice in place for the host location(s)? Access CDC notices at <https://wwwnc.cdc.gov/travel/notices/>.

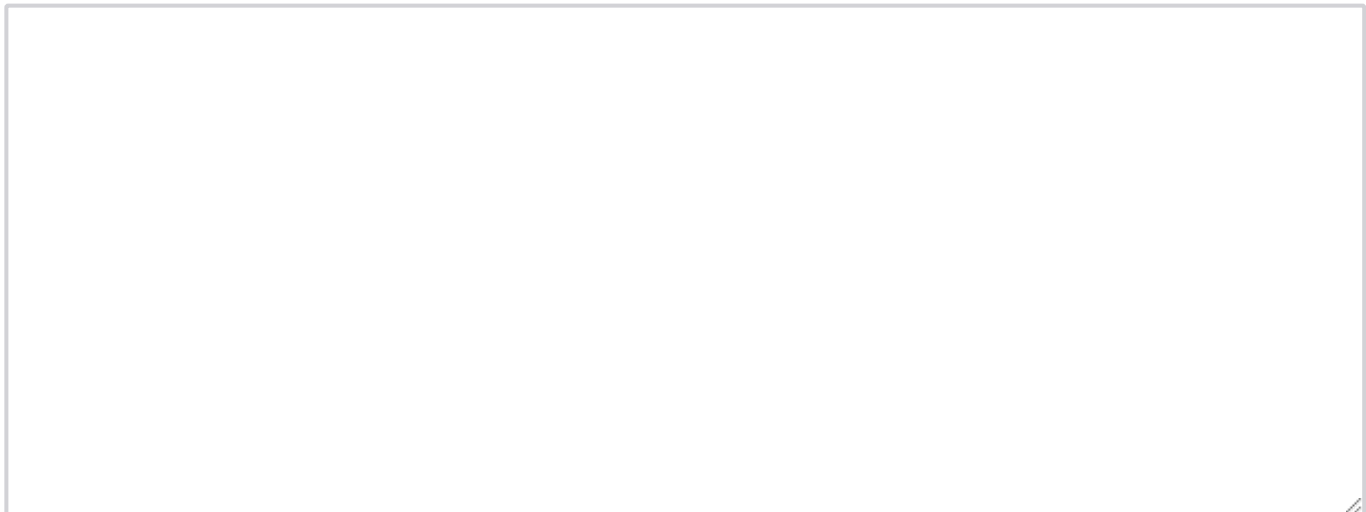
Yes

No

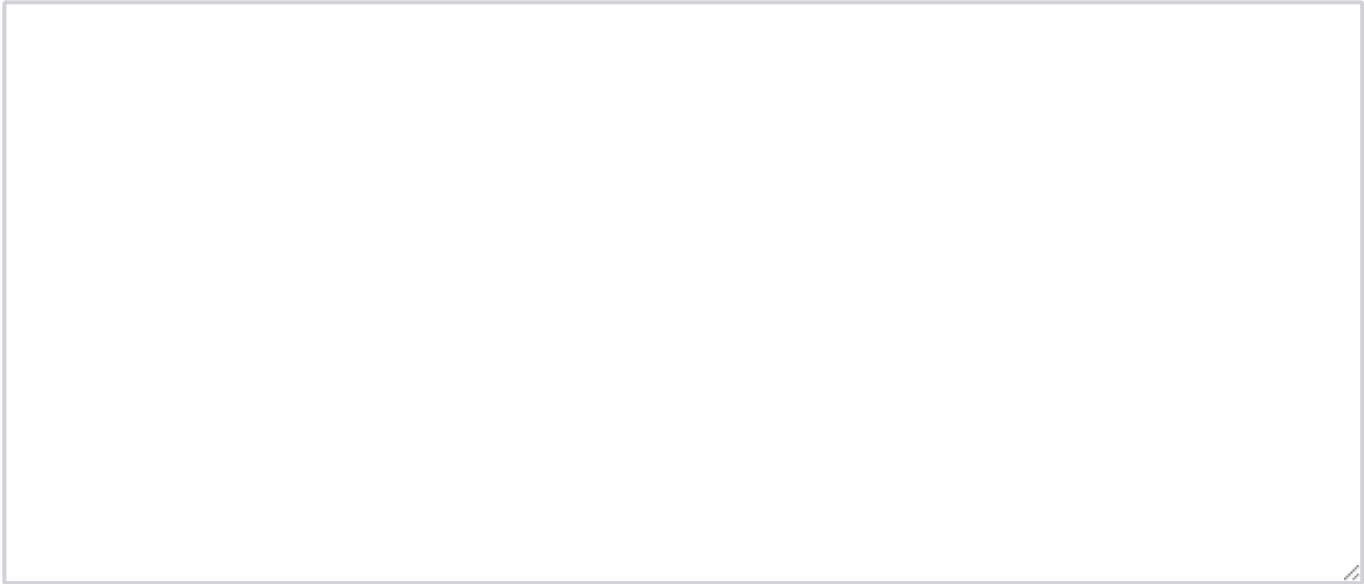
If the answer to any of the above three questions is yes, the program will need to be reviewed by the Study Abroad Risk Assessment Committee (SARAC) before the Study Away Committee (SAC) can review it.

The following questions pertain to specific types of risks. To identify these risks, please refer to www.travel.state.gov, www.cdc.gov and www.internationalsos.com (member number 11BCAS000010).

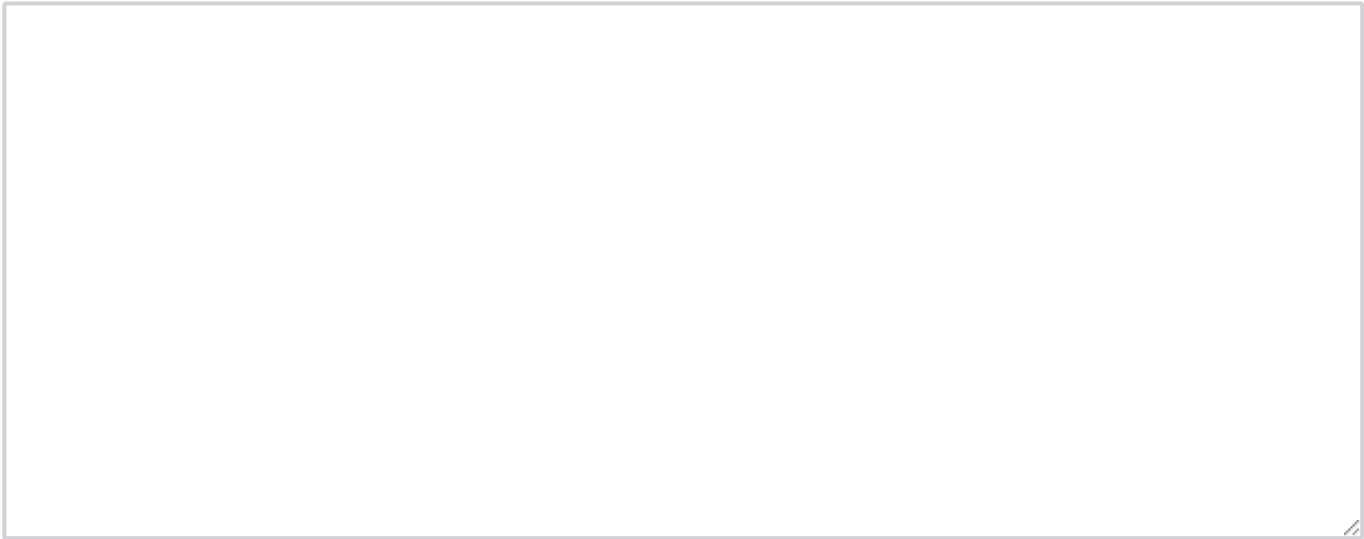
Outline medical or health risks in the host location(s) such as vector-borne diseases, epidemics or unsafe drinking water.



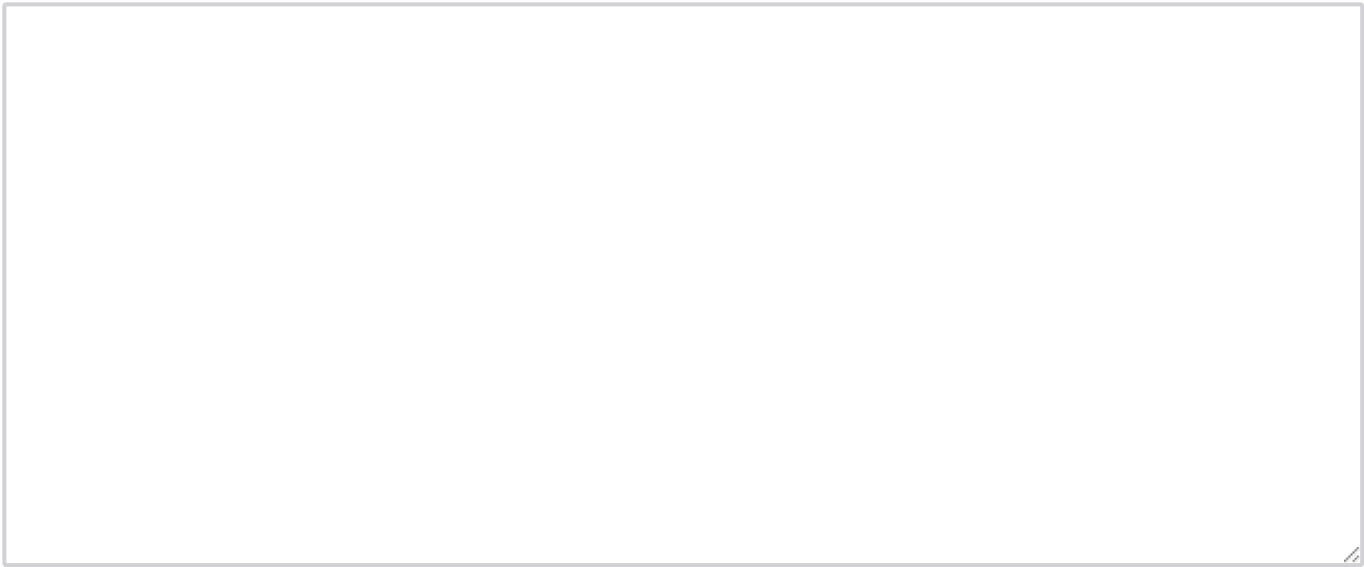
Outline crime risks in the host location(s) such as pick-pocketing, petty theft or kidnapping.



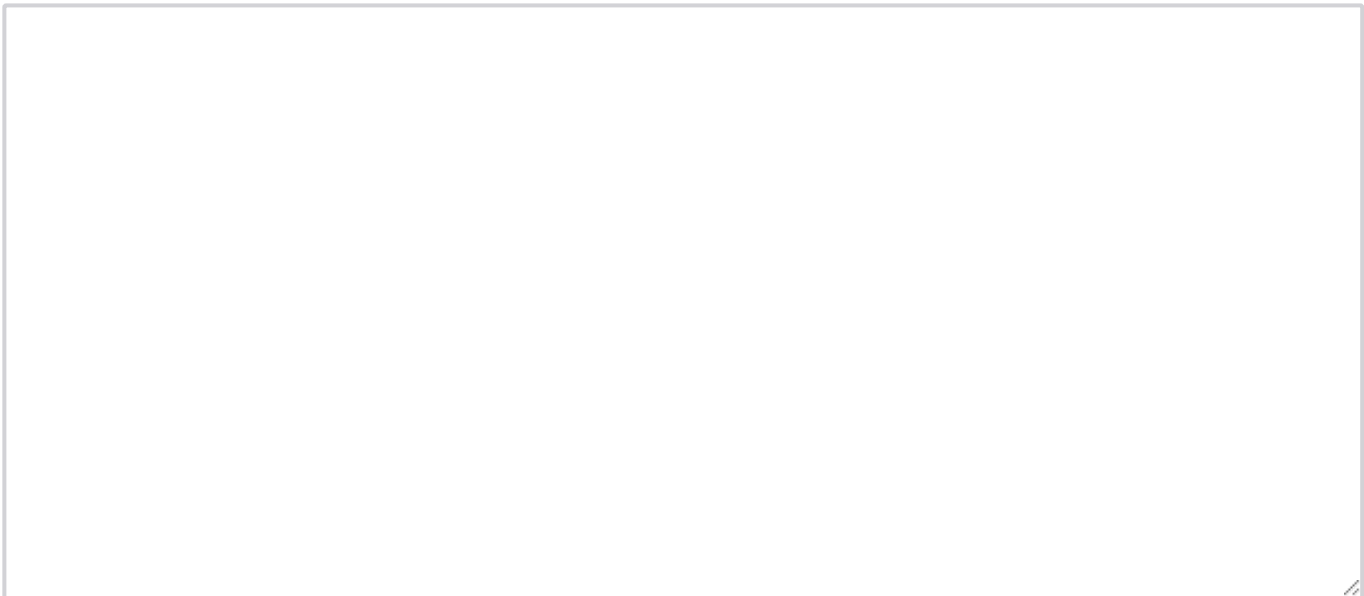
Outline environmental risks in the host location(s) such as seismic activity, nuclear hazards or pollution



Outline technical risks in the host location(s) such as road safety issues or power failures.



Outline sociopolitical risks in the host location(s) such as upcoming elections, civil or political unrest, riots or demonstrations.

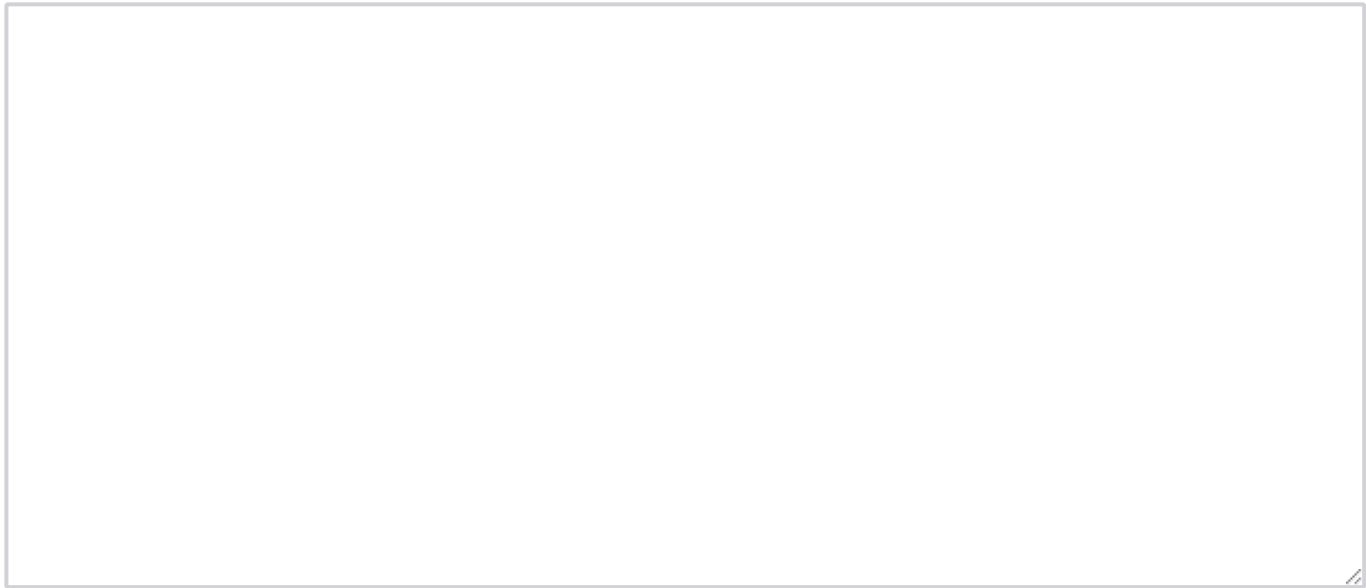


Will program participants be involved in any water activities or extreme sports (e.g. bungee jumping, zip lining)?

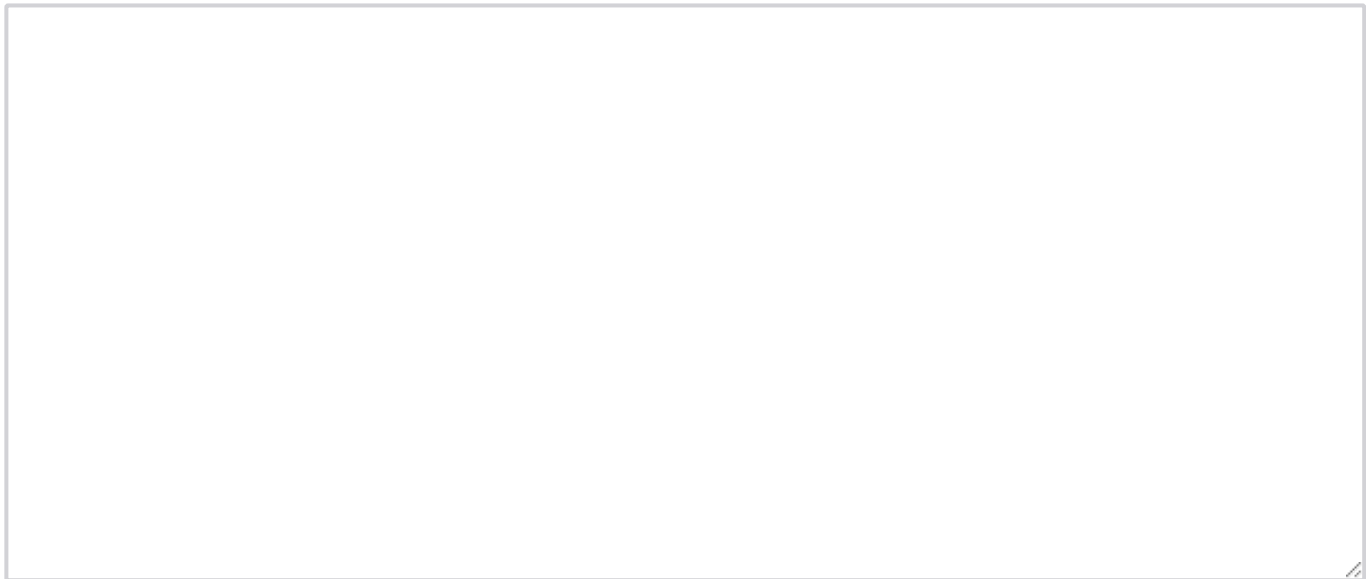
Yes

No

Please describe the type of water activities or extreme sports participants will engage in and the safety protocols in place to mitigate risk.

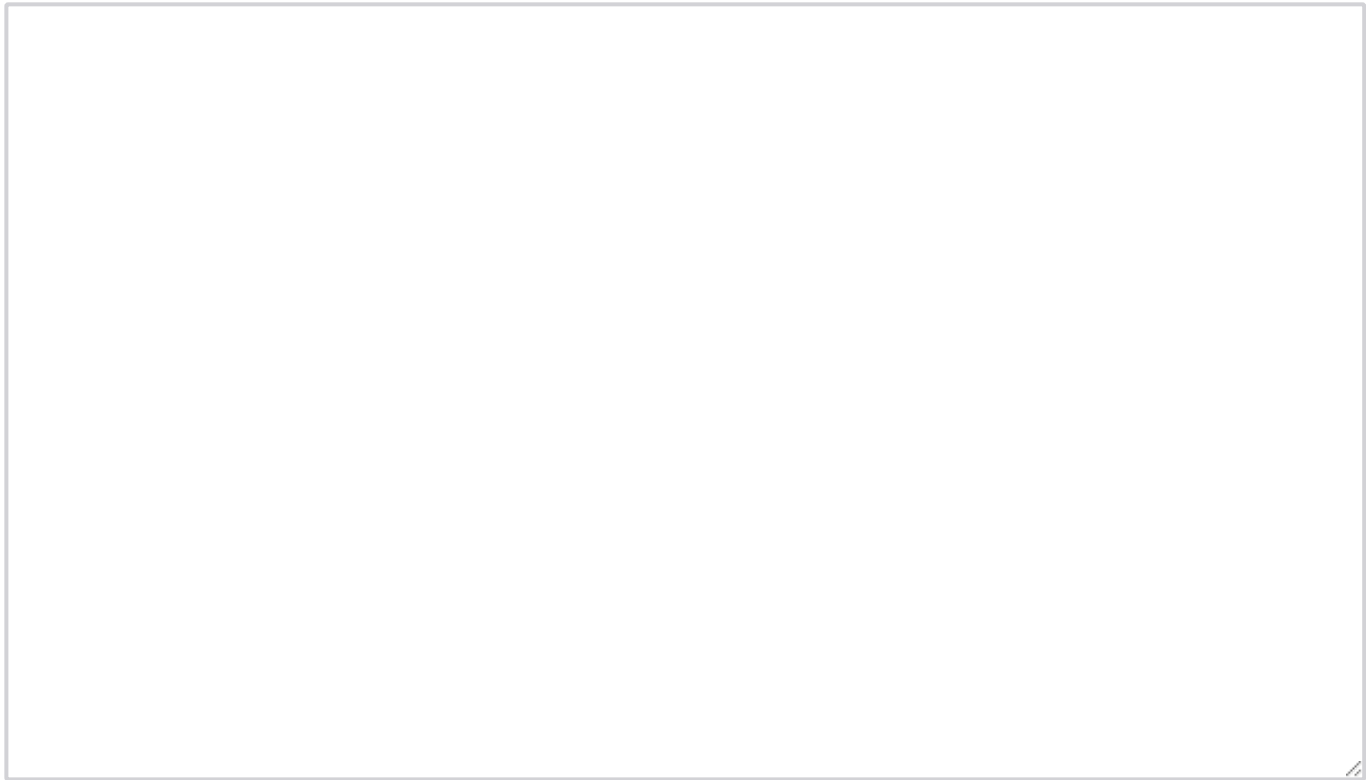


Describe how the health and safety risks outlined above will be mitigated and how participants will be prepared to deal with them.



List health care facilities near the program site, including addresses and phone numbers. Appropriate resources for identifying facilities include International SOS, program providers and local partners.

Please indicate as well how communication will be handled if English-language facilities and physicians are not available.



Post Program

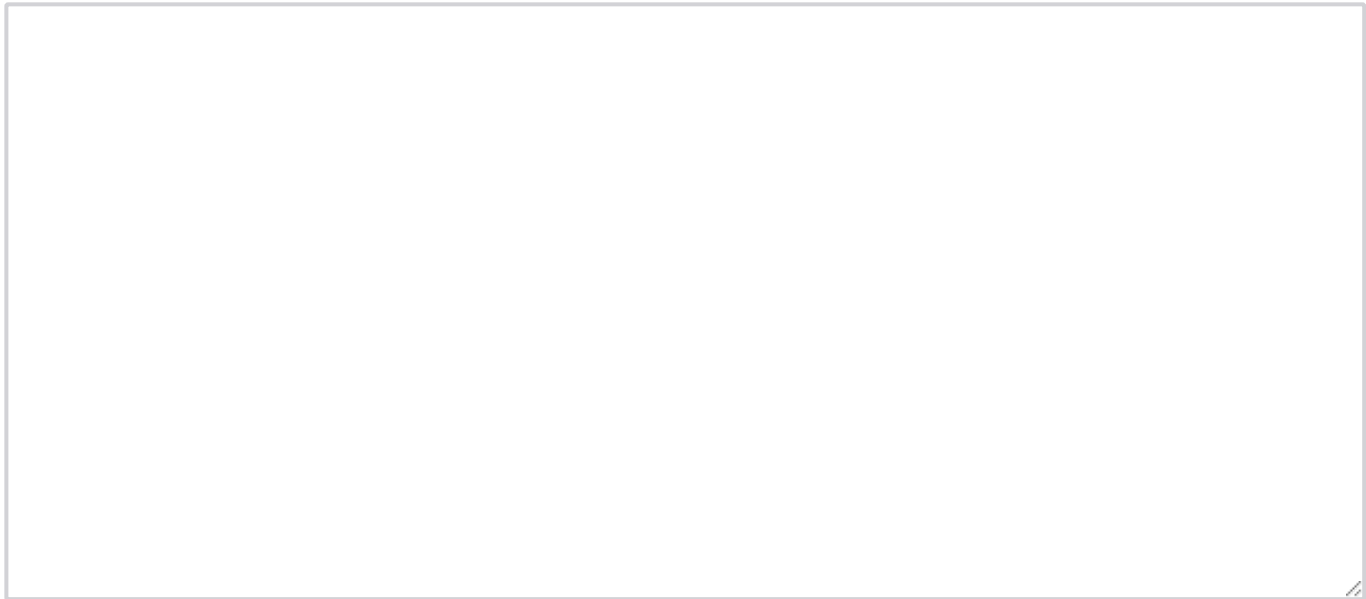
Post Program Logistics

It is expected that program directors facilitate participant reflection and processing of the experience abroad after the end of a program.

How will you assist and encourage participants to integrate their global experience into their personal life, study plan and career preparation after the program (please select all that apply)?

program reunion	CLDC/OGO career workshop	reflective writing
participant presentations	participant exhibit	ongoing academic work
participant publications	targeted interaction with local international community	other

Please describe additional reentry activities.



It is expected that participants will be provided the opportunity to evaluate both the program and the courses associated with it. How will participants conduct these assessments? Please select all that apply.

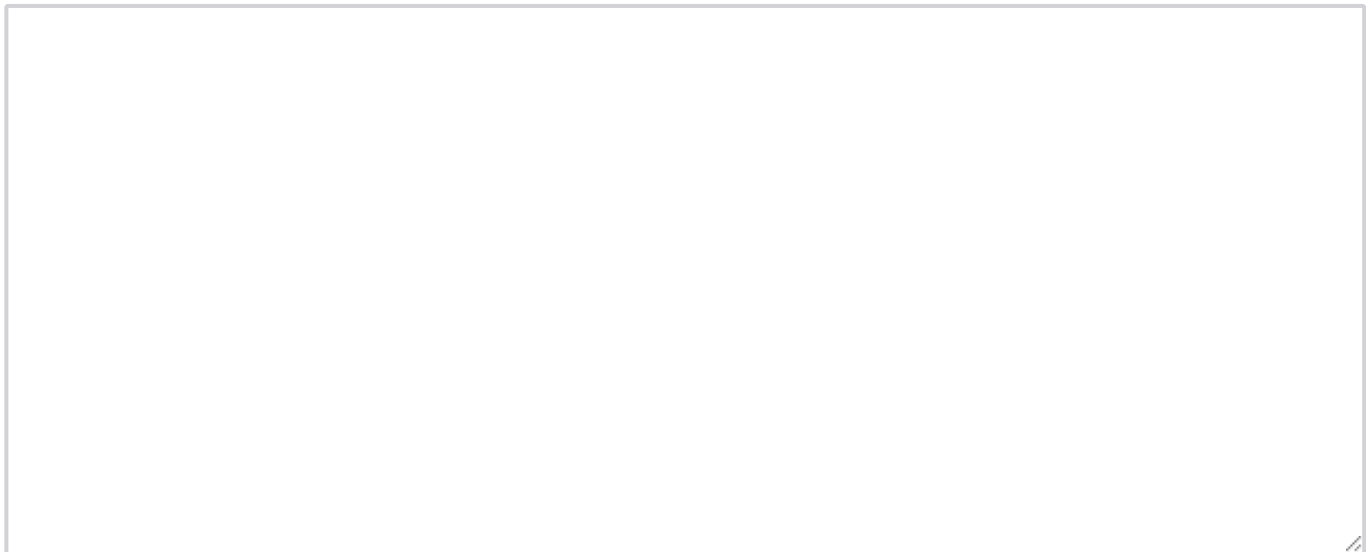
individual course
evaluations

program evaluation
provided by OGO

reflection paper

other

Please describe how participants will evaluate the program and course(s).



Program Budget

Please work with Lorinda Collins (collinL3@ohio.edu) to develop the program budget. Once completed, please upload the budget to the proposal.

Supplemental Information

If you have any additional relevant documents that would allow the reviewing committee to make an informed decision about this proposal, please upload it here. Please compile information into a single document before uploading.

If not, please continue to next screen to submit your proposal.

Submit Button

Once your proposal is complete, please click the submit button below.

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