



Faculty-Led Study Abroad Programs Program Evaluation Form

This form is used to evaluate the quality of a faculty-led study abroad program being proposed for academic credit.

Department chairs are required to complete this form during the review process, and attach it to their letter of approval/support for the program proposal.

PROGRAM DESCRIPTION	EVALUATION
<p><i>A quality program description includes the following:</i></p> <ul style="list-style-type: none"> • A destination that aligns well with the outcomes of the program. • A rationale provided that demonstrates a well-thought-out plan for student learning. • If applicable, a study abroad companion course that fulfills at least one of the following: major/minor elective, free elective, general education. • The specific skills or knowledge the program will help students acquire or improve (i.e., learning outcomes). • Program content/activities align to the learning outcomes of the program. <ul style="list-style-type: none"> ○ If applicable, service-learning pedagogy is appropriate for the program. ○ If applicable, student research activity is appropriate for the program. • A clearly identified target student audience. • Appropriate learning outcomes for the student audience (undergraduate vs. graduate). • An appropriate plan to help students navigate the non-English-speaking destination(s). • Identified safe AND affordable accommodation arrangements for participants. • Considerations for accommodation of various student populations (e.g., adult learners). • Description of the number of meals provided in the program and the number of meals provided by students themselves. • Discussion about the mechanisms through which program leaders will keep program costs low for students. • Discussion on how students with various abilities or disabilities will be accommodated on the program. 	

COMPANION COURSE	EVALUATION
<p><i>A quality companion course includes the following:</i></p> <ul style="list-style-type: none"> • Course Description unique to the study abroad/cross-cultural experience. • Learner outcomes unique to the study abroad/cross-cultural experience. • Pre-departure content/requirements (e.g., readings, assignments, etc.). • On-site requirements (e.g., participation, assignments, etc.) • Post-travel content/requirements (e.g., readings, assignments, etc.) • Curriculum map demonstrating connections between course content and study abroad experience. 	

- Brief descriptions of course requirements.
- An assessment measure for each graded student activity.
- Course schedule displaying required activities for pre-departure, on-site, and post-travel.
- Course Policies specific to the course, instructor.

PRELIMINARY PROGRAM ITINERARY	EVALUATION
<p><i>The program itinerary contains:</i></p> <ul style="list-style-type: none"> • Travel timeframes (internationally and in the destination countries) • Planned provided meals and paid-by-student meals • Planned excursions/activities • Student free time with suggested activities 	

PRELIMINARY BUDGET for STUDENTS and LEADERS	EVALUATION
<p><i>A detailed budget...</i></p> <ul style="list-style-type: none"> • includes a breakdown of specific costs for various components of the study abroad experience (e.g., individual expenses vs. pre-paid program components). 	

PAYMENT PLAN FOR STUDENTS	EVALUATION
<p><i>Payment plan...</i></p> <ul style="list-style-type: none"> • options are discussed in the proposal. • policies and procedures are specifically outlined for student participants. 	

MARKETING AND RECRUITMENT PLAN	EVALUATION
<p><i>To recruit participants, the faculty leader is...</i></p> <ul style="list-style-type: none"> • hosting one or more information sessions. • Utilizing various campus-wide marketing tools. • collaborating with the Study Abroad Office at marketing events. 	

HEALTH AND SAFETY PLAN	EVALUATION
The proposal includes the medical and travel insurance policy required of students to purchase for travel.	
The proposal includes required and recommended vaccination information for the destination country.	

The proposal identifies the procedures in place to respond to an emergency.	
The proposal discusses the procedures in place if a student is injured or becomes ill during the program.	
The proposal discusses the procedures in place if one of the two program leaders are incapacitated during the program.	

Department Chair Signature

Date

Comments: