

## **SUBMITTING A PROPOSAL FOR A STUDY ABROAD PROGRAM**

Name:

Date:

### **I: GENERAL PROCEDURES**

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Austin Peay State University Office of Study Abroad and International Exchange (OSAIE), in partnership with APSU academic units and colleges, facilitates and develops study abroad programs for APSU students. Study abroad program proposals should originate with faculty and carry the endorsement of appropriate departmental and college administrators. OSAIE welcomes early, informal consultation by faculty and units for program planning and encourages coordinated programming among departments.

Academic units and college are responsible for review of program and course subject matter and instructional delivery methods. Program proposals that have the support of the chair(s) and dean(s) of the sponsoring APSU college(s) are submitted to the Director of OSAIE. When completed proposals are received, they will be reviewed by a committee selected by the Provost and comprised of faculty, staff, and the Director of OSAIE. Following the committee review, proposals will be forwarded to the Provost with the review committee recommendations for review and final approval.

Faculty members interested in proposing a new APSU faculty-led study abroad program will need to submit:

- a proposal cover sheet
- a completed program information page
- a narrative of no longer than ten pages which addresses the eleven points listed below
- letters of support from the appropriate chairperson and dean(s) indicating department and college commitment to long-range support of the program
- a budget for the program.

### **II: STUDY ABROAD STANDARDS AND POLICY**

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APSU is committed to abiding by the standards of good practice set by the Forum on Education Abroad. Faculty and staff can review these standards at their [website](#).

Faculty and staff should also review the [APSU Development and Operation of Off-Campus International Education Programs 2:017](#)

### **III: NARRATIVE**

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Please answer **ALL** the questions below. If you need more space, you are welcome to add additional sheets of paper. Please, make sure you identify questions accordingly if you add more sheets. The narrative should not exceed 10 pages.



3. Provide an overview of the types of and degrees to which field trips, host institution faculty, and aspects of the host culture and environment woven into the program and courses. Indicate nature and level of contacts already made. Indicate numbers and type of general credentials of host country faculty/speakers to be used.

4. Describe plans for incorporating foreign language coursework into the program, if applicable.



7. Specify minimum, as well as desirable, student qualifications for participation in the program.

8. Estimate likely student enrollment initially and in subsequent years (cite evidence or basis for estimates); minimum enrollments needed to cover costs; contingency plans to cover financial losses.

9. Explain your past experiences with study abroad.

10. Identify primary person(s) taking responsibility for recruiting students. Also, provide a reasonably detailed description of the plan to be used for recruitment.

11. Describe how the sponsoring APSU department and college will evaluate the program and assess student outcomes.

### **III: SUBMISSION PROCEDURES**

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Review of formal program proposals takes place each academic year. In order to be considered and approved in time for sufficient marketing, proposals should be submitted no later than the deadline date specified on our website. Late proposals will not be considered.

**Send or email completed proposal packages to:**

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Director of Study Abroad & International Exchange  
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325 Drane Street  
International White House  
Second Floor  
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