Texas Gulf Coast International Education Consortium (TGCIE)  
Study Abroad Program Proposal and Approval Process  
2016 – 2017

Welcome TGCIE partners. New Study Abroad Programs for the TGCIE are initiated through submission of this form and all requested materials. Approval is contingent upon academic quality, appropriate curricular relevance, as well as policies of consortia partners. The process is designed to promote and maintain the integrity of Study Abroad programming. Thank you in advance for your participation for the great benefit of all of our students.

Texas Gulf Coast International Education Consortium Study Abroad Program Structure

Study Abroad Programs offered through the Texas Gulf Coast International Education Consortium consist of the following structure:

1. Courses are for-credit and require approval by the Texas Higher Education Coordinating Board (THECB) to be offered as Study Abroad
2. Portions of the course not covered in the Study-Abroad component are conducted on-line to allow student participation from member colleges.
3. Approved Study Abroad travel providers provide logistical support
4. Students from all TGCIE member colleges can participate, provided that they meet the course prerequisites.
5. Travel insurance is required for faculty and program participants.

Instructions to propose a Texas Gulf Coast International Education Consortium Study Abroad Program

1. Complete the Study Abroad Program Proposal Application Form attached in the following pages
2. Complete the Written Proposal following the instructions on the checklist
3. Complete the documents listed in the Appendices
4. Submit the completed Study Abroad Program Proposal including the Application Form, Written Proposal, and Appendices following instructions for your college’s approval process
Section I: Faculty Information

Lead Faculty Name: __________________________ Title: __________________________

College: __________________________ Division: __________________________

Phone: __________________________ Email: __________________________

Indicate Contract Length: ☐ 9 Months ☐ 10.5 Months ☐ 12 Months

Describe your qualifications for conducting a Study Abroad program:

Describe your interest in conducting a Study Abroad program:

Second Faculty Name: __________________________ Title: __________________________

College: __________________________ Division: __________________________

Phone: __________________________ Email: __________________________

Indicate Contract Length: ☐ 9 Months ☐ 10.5 Months ☐ 12 Months

Describe your qualifications for conducting a Study Abroad program:

Describe your interest in conducting a Study Abroad program:
Section II: Course Information

Study Abroad Program Destination(s): __________________________________________________

Study Abroad Program Theme or Special Topic: __________________________________________

Number of Courses Offered in Study Abroad Program: ☐ 1 ☐ 2

For programs with more than one course, are students required to take both courses? ☐ Y ☐ N

Select Study Abroad Program Term: ☐ 2016 Fall ☐ 2017 Spring ☐ 2017 Summer

Target/Preferred Travel Dates: ________________________________________________________

As per the THECB, all courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction (CB Rules 4.6). For example, in a five-and-a-half-week summer term, students should not be allowed to enroll for more than six semester credit hours.

1st Course Prefix and Number: _____________________________  Credit Hours: _______________

Course Title (as per THECB): _________________________________________________________

Course Description (as per THECB): ___________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Contact Hours: _______________________________   Dates of Course: _______________________

2nd Course Prefix and Number: _____________________________  Credit Hours: _______________

Course Title (as per THECB): _________________________________________________________

Course Description (as per THECB): ___________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Contact Hours: _______________________________   Dates of Course: _______________________

Revised 3.3.16
Section III: Study Abroad Program Format

☐ EF College Study Tours: Faculty-led as part of Texas Gulf Coast International Education Consortium (TGCE). Includes:

1. For-credit course approved by the Texas Higher Education Coordinating Board (THECB) to be offered as Study Abroad

2. Online components for portion of the course not covered in the Study Abroad component

3. Approved Study Abroad Travel Provider Support

4. Open to students from all TGCE colleges.

5. Option to purchase travel insurance. NOTE: Travel insurance is required for all TGCE program faculty and participants.

☐ Other approved travel provider as per TGCE Consortium:

_______________________________________________________
Texas Gulf Coast International Education Consortium
Study Abroad Program Proposal
Written Explanation Checklist
2016 – 2017

The following subcategories must be included in your written proposal for consideration:

1. **Statement of Purpose**
   - Describe the purpose and rationale of the Study Abroad Program you are proposing as related to the course(s) you will be teaching, including a brief synopsis and introduction of the Study Abroad Program you are planning.

2. **Educational Resources**
   - Explain how you are using academic, cultural, and physical resources abroad to enhance each of the proposed courses.

3. **Promotion of Cultural and Global Awareness**
   - Explain how this Study Abroad Program will promote student cultural and global awareness.
   - Explain which international learning outcomes will be addressed.
   - Describe how the courses will increase the levels of student education and engagement through the course delivery options and activities planned.

4. **Accessibility Issues**
   - Explain how this project considers student accessibility issues, including:
• Safety

• Affordability

• Schedule congruence

• Other

5. Logistics and Activities
   • Explain the locations, activities, and logistics of travel planned for your Study Abroad Program, including proposed dates/timelines *(consider including an itinerary)*

   • Describe the accommodations and transportation methods to be used while abroad, including travel to and from your destination

   • Describe how the activities planned will offer collaboration opportunities with foreign colleges, universities, students, and/or residents.

   • Provide a detailed explanation of how the contact hours will met prior, during, and after travel component of the course

6. Risk Management
   • Address any health, welfare, security issues to related to risk management
• Explain any Department of State alerts, warnings, Centers for Disease Control (CDC) travel notices, etc.

• Describe any vaccinations requirements

• What group activities will be utilized to occupy program participants outside of class time?

7. **Study Abroad Student Experience Assessment**
   • Explain how you will assess the students’ experience abroad. (For example: pre-test/post-test, journal, and/or presentations)

8. **Recruiting Requirements**
   • Explain recruiting activities and whether recruiting from prerequisite courses or established cohorts will be required.

   • Address how you plan to communicate with prospective participants and how you will track their home institutions.
Texas Gulf Coast International Education Consortium
Study Abroad Program Proposal
Appendices
2016 – 2017

Please attach the following documents

I. Syllabus with the inclusion of International Learning Outcomes and Course Assessment
   a. Detail how the course will be assessed
   b. Include travel and course timelines
   c. Highlight how course travel significantly enhances course content and will incorporate the
      THECB and International Learning Outcomes

II. THECB Certification Form for New Out-of-State and Out-of-Country Courses
    a. Objectives of course section should include the THECB and International Learning
       Outcomes

III. Budget Worksheet

IV. Signature Page
Texas Gulf Coast International Education Consortium
Study Abroad Program Proposal
Budget Worksheet
2016 – 2017

Use the chart below to provide an explanation for all anticipated expenses for the travel you are proposing.

**Days abroad:**

**Approximate cost per student:**

**Number of students needed to support this per-student cost:**

Please indicate the expenses included in the above price quote:

☐ Round-trip airfare
☐ Meals; Specify included meals or attach travel provider quote: _____________________________
☐ Lodging
☐ Telecommunications
☐ Local travel
☐ Required activities
☐ Required travel insurance
☐ Required visa
☐ Required vaccine(s)
☐ Other (i.e. required supplies/equipment): __________________________________________

**Additional notes regarding costs:**
College Approval Process

[TGCIE members insert your college approval process here]

Required Signatures

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<tr>
<th>Approved by:</th>
<th>Signature</th>
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<td>Lead Faculty</td>
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<td>Academic Dean</td>
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<td>Second Faculty (if applicable)</td>
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<td>Academic Dean</td>
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<td>Vice President of Instruction</td>
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