**Global at Home Proposal Questionnaire**

September 2020

1. Program Name (\*)

This is the name that will be used on the OIE/Atlas website and OIE marketing materials.

2. Program Overview (\*)

Please give a brief overview of your program. Make sure you state your program's mode of instructions (online, in-person Atlanta campus, domestic at another location, or hybrid). If hybrid, please be specific on how the hybrid mode will work.

3. Program Director(s) (\*)

Please provide the name(s), home department, title, and email address(es) of the program director(s). Please note that the Program Director must be a regular, full-time, Georgia Tech faculty/staff or be retired from full-time employment with Georgia Tech.

4. Faculty and Staff (\*)

1. Which GT faculty or GT staff member(s) will handle on-site administration, including misconduct and emergencies, carry a program cell phone, and be available 24 hours a day, 7 days a week? Note that student employees cannot be charged with handling misconduct or emergencies; ONLY Georgia Tech faculty/staff who are employed full-time and who are trained and knowledgeable about Georgia Tech policies and procedures may act in this capacity (usually the Program Director or designated staff leaders).  
  
  
2. List the names and official roles of any additional GT faculty/staff affiliated with the program that are neither listed in the items above. This includes anyone who will act in an official capacity, even on a temporary basis, and also includes student employees. Please note whether each faculty member is employed under a 9- or 12-month contract with GT.  
  
  
3. List any faculty/staff who are NOT employed by GT currently, but will be hired. All faculty/staff/student employees must be hired through GT Office of Human Resources to work on GT Global at Home Programs, and thus must be authorized to work in the US. Please verify that candidates for employment are US citizens, US permanent residents, or GT F-1 Visa holders before an offer of employment is extended.

5. Faculty and Staff: Affiliated with the Program (\*)

List the names and official roles of any additional GT faculty/staff affiliated with the program that are neither listed in the items above. This includes anyone who will act in an official capacity, even on a temporary basis, and also includes student employees. Please note whether each faculty member is employed under a 9- or 12-month contract with GT.

6. Faculty and Staff: Non-GT Employees (\*)

List any faculty/staff who are NOT employed by GT currently, but will be hired. Also, list any guest lecturer that will not be hired by the program, but will be paid via invoice (honorarium). All faculty/staff/guest lecturer/student employees must be hired through GT Office of Human Resources to work on GT Global at Home Programs, and thus must be authorized to work in the US. Please verify that candidates for employment are US citizens, US permanent residents, or GT F-1 Visa holders before an offer of employment is extended.

|  |
| --- |
|  |

7. Which GT faculty/staff member will the back-up in the event of an emergency?  (\*)

This person will assume Program Director responsibilities in case the designated Program Director becomes ill, injured, or must leave the program unexpectedly. This person must be available to drop everything to travel to the program site, live/work on-site with the students, carry the program cell phone, and be available 24/7 in the Program Director's absence.

8. Program Itinerary (\*)

Include the program's itinerary. If you are planning to travel domestically, please include the cities and the dates for each travel (indicate if they are not firm and when you expect to confirm them).

|  |
| --- |
|  |

9. Travel Itinerary File Upload

If you would prefer to upload a file outlining your travel itinerary, please do so here. This question is optional.

10. Official Program Dates: Start Date (\*)

First day of class

11. Official Program Dates: End Date (\*)

Last day of final exams

12. Total Number of Weeks (\*)

Use official program dates above to count weeks.

(numeric data only: 0-9 and decimal point)

13. Total Number of Instructional Days (\*)

Use official program dates above to count potential instructional days.

(numeric data only: 0-9 and decimal point)

14. Total Number of Days with No Instruction (\*)

(numeric data only: 0-9 and decimal point)

15. Minimum Number of Credits for which Students May Register (\*)

(numeric data only: 0-9 and decimal point)

16. Maximum Number of Credits for which Students May Register (\*)

(numeric data only: 0-9 and decimal point)

17. Projected Number of Students: Minimum (\*)

(numeric data only: 0-9 and decimal point)

18. Projected Number of Students: Maximum (\*)

(numeric data only: 0-9 and decimal point)

19. Will you accept students on a rolling basis (first-come first served)?  (\*)

If no, what is your selection criteria? What date can students expect a decision by?

Please select one Yes No

20. What is your application deadline?  (\*)

For summer programs: most programs have a deadline of Feb. 15th however, this can be extended up to March 15th if needed.  
For fall programs: most programs have a deadline of March 15th however, this can be extended up to April 1st if needed.  
For spring programs: most programs have a deadline of Nov. 15th however, this can be extended up to Dec. 1st if needed.  
For embedded programs: most programs have a deadline of the last day of Phase I or Phase II registration however, this can be extended to the 3rd week of classes if needed.

21. Learning Outcomes (\*)

Describe how this program supports and enhances the academic experience of the students and the curriculum of the academic unit. Program Directors and other faculty teaching as part of the global at home programs should work with the appropriate academic units to outline the educational objectives and outcomes of the courses offered to assure compliance with the units' assessment procedures.  
Note: Please ensure that your program has global learning outcomes, and that each class is designed to support the overall program's global learning outcomes.

22. Course Information (\*)

List all the courses to be offered on this program. Attach a completed "Global at Home Course Proposal Form" for each course that will be offered as part of the program in the separate Atlas questionnaire entitled "Course Proposal Form Upload".

23. Activities/Excursions: Course-related Activities (\*)

Describe activities, labs, fieldwork, and/or field trips that are connected to the academic offerings. File upload is okay- use question below (Activities/Excursions: File Upload) to submit your file.

24. Activities/Excursions: Activities Designed for Cross-Cultural Experiences (\*)

Describe below activities or facets of the program's structure that will enable participants to learn about the history/culture of the host city/country, and to derive benefits from participation that would not be possible if taking only virtual classes in Atlanta instead of the Global at Home program. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom. The Global at Home program is not tourism or a "trip", however, so the objective is not to include tourist activities and call them cross-cultural experiences. How will this program facilitate and encourage cross-cultural experiences?  
File upload is okay- use question below (Activities/Excursions: File Upload) to submit your file

25. Activities/Excursions: File Upload

If you would like to upload a file detailing your program's course-related activities and activities designed for cross-cultural experiences, please do so here. This question is optional.

26. Assessment (\*)

OIE will administer an electronic survey to all Global at Home program participants at the conclusion of the program. Results will be compiled by the GT Office of Assessments and reported to the Program Director and to the SAC. Individual courses will be assessed via the Course Instructor Online Survey (CIOS). Please elaborate on how you will measure whether the overall program objectives in questions 21 "Learning Outcomes" were met. If you need guidance, the GT Office of Assessment and or the GT Office of Institutional Research and Planning are possible resources for assistance in measuring the program's learning outcomes.

27. Web and/or Promotional Materials (\*)

A link to the program's website should be provided below. If there is no website, a copy of the promotional brochure/flyer/booklet given to students may be attached.

28. Promotional Materials File Upload

If there is no website, a copy of the promotional brochure/flyer/booklet given to students may be attached.

29. COVID-19 (\*)

Given the circumstances of COVID-19, please indicate what precautions are going to be put in place to ensure the safety of the students.

30. Cancellation Policy (\*)

Provide a brief description of the program's withdrawal and cancellation policy, including any relevant dates and financial penalties. Include a brief statement regarding how this information will be provided to students by the program.

31. Program Affiliations (\*)

Provide a brief description of the institution with which the program may be affiliated including its history, accreditation status, and academic programs. Mention should be made of the faculty counterpart associated with the affiliated institution who would be assisting with the program, if applicable. If there is no affiliation, please state "None".

32. Global at Home Essential Functions (\*)

Indicate below any essential function(s) required for program participation (select all that apply by using Ctrl + click).

Accessing and riding on Metro (underground/subway) trains to reach destinations at program site

Accessing and riding on sky lifts/cable cars/gondolas to reach sites for field trips

Being able to carry class materials, backpacks, or other supplies as necessary to meet course requirements

Being able to function on little sleep

Being able to keep pace with large groups of people while on site visits

Being able to navigate small, or tight spaces, construction zones, or plant facilities

Being able to navigate very small streets, paved, unpaved, covered in cobblestones or uneven surface

Being able to work in a group setting

Being quiet for long periods of time

Being still for long periods of time

Being subject to an irregular schedule for sleeping, eating, etc.

Being subjected to outdoor conditions for long periods of time (rain, extreme heat or cold, etc)

Carrying packed suitcases and other personal belongings with no help

Climbing stairs (elevators are not always available overseas)

Hiking or climbing up hills, mountains, or other extreme inclines

Living in quarters with no air conditioning or refrigerators

Living, traveling, eating, sleeping, in many cases, with large groups of people

Sharing a room/residence with another student

Sitting for very long periods of time

Sleeping on rented beds as provided by the program, such as hotel room beds, dormitory beds, etc.

Standing for long periods of time

Traveling by air, train, boat, bus, or other cramped conditions for hours at a time

Walking over very long distances

None of the above

Other (please explain below)

Being able to attend class in a virtual/online/hybrid format

33. Essential Global at Home Functions (Continued)

If you selected "Other" from the list above, please explain here.

34. Clery Act Reporting Requirement (\*)

Please provide us with a complete mailing address for the local police precinct for each leg of your program. The US Department of Education requires US colleges and universities that participate in Title IV federal financial aid programs to disclose information about crime on and around their campuses, or in off-campus facilities (including housing for Global at Home programs) as described by the Clery Act (20 USC 1029(f)). For more information or to read the entire Handbook on Clery reporting, visit http://www.ed.gov. Due to recent clarifications, OIE must send letters to local police precincts for each location where GT students are housed while on GT programs.  
File upload is okay- use question below to submit your file.

35. Clery Act Reporting File Upload

If you would prefer to upload a file with the addresses for local police precincts, please do so here. This question is optional.

36. Additional Information

Please include any additional information you would like the SAC to know as the review this program. To upload a file, please submit in question below.

37. Additional Information File Upload

Please include any additional information you would like the SAC to know as the review this program.

Please include any additional information you would like the SAC to know as the review this program. To upload a file, please submit in question below.