

Faculty-Led Study Abroad & Embedded Program Proposal 2025

Instructions for Preparation and Submission

- * Faculty-Led Study Abroad Program Directors are required to submit a program proposal for review by the GT Study Abroad Committee (SAC) for each year that a program will be offered. Proposals for existing programs must be submitted by the submission deadlines listed below. New programs that are proposed outside of this timeline must be submitted no later than 90 days before the start of the proposed study abroad term.
- * Submit completed Proposals to the Office of International Education (OIE) by email to Mary Alice Allen at maryalice.allen@oie.gatech.edu.
- * OIE submits completed Proposals to the Study Abroad Committee (SAC), which is a standing subcommittee of the Institute's Graduate and Undergraduate Curriculum Committees. **Incomplete proposals will not be reviewed by the SAC.**
- * Programs are not permitted to accept students to participate until all signatures have been obtained and the program has been approved by the SAC.
- * **Signatures of Chair(s) and Dean(s) must be obtained on the next page before submission to OIE.**
- * Information submitted in the proposal will be used to create or update the program page in the Atlas student application portal at <https://atlas.gatech.edu/>.

SUBMISSION DEADLINES:

Spring Semester 2025 Programs or Spring Break 2025 Programs	September 6, 2024
Summer Semester 2025 Programs	October 1, 2024
Fall Semester 2025 Programs or Full Academic Year (Fall + Spring) 2025-2026 Programs	January 10, 2025

Please direct questions regarding this packet to:

Mary Alice Allen, Associate Director of Education Abroad

E-mail: maryalice.allen@oie.gatech.edu

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Request for Approval

Please complete the information below and obtain signatures from the sponsoring Chair and Dean before submitting to OIE.

PROGRAM NAME: _____

PROGRAM DIRECTOR(S): _____

PROGRAM LOCATION(S): _____

OFFICIAL PROGRAM DATES: _____
first day of class to last day of final exams

DATE OF DEPARTURE FROM US: _____
usually 1-2 days before start of classes

DATE OF RETURN TO US: _____
usually 1 day after classes end

TOTAL # OF WEEKS: _____
use official program dates above to count weeks

TOTAL # OF INSTRUCTIONAL DAYS: _____
use official program dates above to count potential instructional days

TOTAL # OF DAYS WITH NO INSTRUCTION: _____

APPLICATION DEADLINE: _____

ARE TRANSIENT STUDENTS ALLOWED TO APPLY TO THIS PROGRAM? Yes No

DOES THIS PROGRAM HAVE A SERVICE-LEARNING COMPONENT? Yes No

STUDENTS WILL BE REQUIRED TO REGISTER FOR A MINIMUM OF _____ CREDITS TO PARTICIPATE.

STUDENTS WILL NOT BE PERMITTED TO REGISTER FOR MORE THAN A MAXIMUM OF _____ CREDITS ON THIS PROGRAM.

APPROVAL SIGNATURES:

For co-sponsored programs, please provide signatures from both academic units where indicated. Please obtain approvals signatures via DocuSign.

Chair of School unit sponsoring program Date

Chair of School (additional sponsoring unit) Date

Dean Date

Dean (additional sponsoring unit) Date

Internal use by the Office of International Education

Approved by the IUCC/IGC Study Abroad Committee (Date):

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For the following items, please enter your responses into this document accordingly. Do not alter the questions or instructions in any way as such alterations will exclude your proposal from consideration by the SAC.

1. Is this a traditional faculty-led program or an embedded program?

Traditional Faculty-led Program Embedded Study Abroad Program

2. Learning Outcomes

Describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit. Program Directors and other faculty teaching as part of study abroad programs should work with the appropriate academic units to outline the educational objectives and outcomes of the courses offered abroad to assure compliance with the units' assessment procedures.

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3. Program Changes and Improvements

If the program is exactly the same as the previous year, check “no changes”; if it is new, check “new program”.

No changes

New program

If neither of these is true, describe significant changes that will be made to the program. This may include (but is not limited to): changes in location(s), financial structure, on-site partnerships for academic content, etc. Also, if there were any challenges or issues with the program the last time it was offered (e.g. poor program evaluations, excessive behavior problems, etc.); explain how those will be addressed in the upcoming program.

4. Course information

- a. List all courses to be offered on this program.

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- b. Attach a completed “Study Abroad Course Proposal Form” for each course that will be offered as part of the program. This form is located on the OIE web site: <https://ea.oie.gatech.edu/faculty-staff>.

Below is information to assist you in completing the “Study Abroad Course Proposal Form”:

- Classes must have at least 12.5 contact hours per credit hour.
60 minutes of lecture = 1 contact hour.
180 minutes of field trip activity, recitation, or laboratory work = 1 contact hour.
Please note that the minutes counted as field trips should not include travel or other non-academic time. Include only time during which students are being challenged academically.
- During a full-length fall/spring semester, a normal workload is 12-18 credit hours in 16 weeks; in summer, the normal workload is 12-16 credits in 12 weeks. Due to the intense schedules and activities, rigor of study abroad, and special tuition rates, programs should not offer more than 12 credit hours for a full summer/semester program. **NOTE: Programs must follow the IUCC regulations for ratio of hours of work per week; this means that no more than 1.33 credit hours per week will be approved.**
- Study abroad courses may be offered only on a letter grade basis.
- Requests for variances in academic regulations or procedures (e.g. drop date, grading basis, final grade submission, etc.) must be fully justified, and are not guaranteed approval.

5. Activities/excursions

- a. **Course-related Activities:** Describe activities, labs, fieldwork, and/or fieldtrips that are connected to the academic offerings.
- b. **Activities designed for cross-cultural experiences:** If programs abroad were to offer only courses and activities available to students in Atlanta, then there would be no justification for GT to take students abroad. There should be program elements that take advantage of or relate to the program’s location. Describe below activities or facets of the program’s structure that will enable participants to interact with people from the host country, to learn about the history/culture of the host country/city, and to derive benefits from participation that would not be possible in Atlanta. 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. Study Abroad 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?***

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6. Assessment

The Office of International Education administers a program evaluation to students directly and shares these results with Program Directors and the Study Abroad Committee. Individual courses need to be assessed by the academic units offering the courses according to the units' assessment procedures.

Please elaborate on how you will measure whether the overall program objectives in item # 2 above "Learning Outcomes" were met while abroad. 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.

7. Language preparation

If all students in the program will be enrolled in language courses, check "All enrolled in language courses."

All enrolled in language courses

If the program will take place in a non-English-speaking country, AND does not require that all participants enroll in language coursework, indicate how students will be prepared with basic language skills prior to departure and/or on-site. Students should receive some sort of an orientation to basic vocabulary in the language of the host country in order to meet and greet people, purchase food and other essentials, utilize transportation and ask for help in an emergency.

8. Projected number of students

What is the minimum number of students needed for the program to run? _____

What is the maximum number of students that the program will accept? _____

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9. Faculty and staff

Please note that the Program Director MUST be regular, full-time, Georgia Tech faculty/staff or be retired from full-time employment with Georgia Tech. Also, 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.

- a. 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? (usually the Program Director or designated staff leaders)

- b. List the names and official roles of 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 includes student employees. Include whether each faculty member is employed under a 9 or 12 month contract with GT, will have instructor and/or administrative duties, and their proposed compensation total for work with the program.

- c. List any faculty/staff who are NOT employed by GT currently, but will be hired. All faculty/staff/student employees must be hired through the GT Office of Human Resources to work on GT Faculty-Led Study Abroad Programs, and thus must be authorized to work in the U.S. Please verify that candidates for employment are U.S. citizens, U.S. Permanent Residents, or GT F-1 Visa holders before an offer of employment is extended.

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10. Web/Promotional materials

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

11. 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.

12. 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".*

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13. Travel Itinerary

Include the program's itinerary with cities and countries and the dates they will be visited (indicate if they are not firm and when you expect to confirm them).

Please note: Travel as part of a study abroad program is not permitted to countries for which the [U.S. State Department has issued Level 3 and 4 Travel Advisories](#). Should a program be proposed to a Level 3 country or be elevated to Level 3 following approval, an appeal to the Institute's Restricted Travel Committee is required. Appeals to Level 4 countries are not considered.

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14. Housing

Please describe the program’s housing arrangements for each leg of the program. Include an address and telephone number for each housing facility, hotel, etc.

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15. Essential study abroad functions

Programs in other countries may not meet U.S. American standards of accessibility for persons with disabilities. This may include but is not limited to transportation, housing, program sites, and field trips. OIE and the Office of Disability Services will provide guidance and support to programs and students prior to program departure. Indicate below any essential function(s) required for program participation (check all that apply).

- Walking over very long distances
- Climbing stairs (elevators are not always available overseas)
- Being still for long periods of time
- Being quiet for long periods of time
- Standing for long periods of time
- Living in quarters with no air conditioning or refrigerators
- Sitting for very long periods of time
- Traveling by air, train, boat, bus, or other cramped conditions for hours at a time
- Being subject to an irregular schedule for sleeping, eating, etc.
- Being able to function on little sleep
- Being able to navigate very small streets, paved, unpaved, covered in cobblestones or uneven surfaces, and in many cases with no sidewalks
- Being able to navigate small, or tight spaces, construction zones, or plant facilities
- Living, traveling, eating, sleeping, in many cases, with large groups of people
- Being able to keep pace with large groups of people while on site visits
- Being able to work in a group setting
- Carrying packed suitcases and other personal belongings with no help
- Being subjected to outdoor conditions for long periods of time such as rain, extreme heat or cold, excessive sun, insects, etc.
- Hiking or climbing up hills, mountains, or other extreme inclines
- Being able to carry class materials, backpacks, or other supplies as necessary to meet course requirements
- Accessing and riding on Metro (underground/subway) trains to reach destinations at program site (most metro stations overseas do not have elevators)
- Accessing and riding on sky lifts/cable cars/gondolas to reach sites for field trips
- Sleeping on rented beds as provided by the program, such as hotel room beds, dormitory beds, etc.
- Sharing a room/residence with another student
- Other:

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16. CLERY ACT Reporting requirement

The U.S. Department of Education requires U.S. 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 study abroad programs) as described by the Clery Act (20 USC § 1092(f)). For more information or to read the entire Handbook on Clery reporting, visit <http://www.ed.gov>. Due to recent clarifications in reporting requirements, OIE must send letters to local Police precincts for each location where GT students are housed while on GT programs abroad.

Please provide us with a complete mailing address for the local police precinct for each leg of your program.

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17. Risk Management

GT has an [Emergency Response Plan in place for Study Abroad and Exchange Programs](#). The plan is outlined in a general document intended for all programs and is also distributed to program directors, faculty, staff, and student employees before departure from the U.S. Please elaborate on the following:

- a. Individual faculty-led study abroad programs are responsible for developing plans for their specific program sites. The SAC requires that site-specific information be provided including the steps that will be taken to protect students in the event of an emergency. Speak to the safety measures that are in place where participants will travel and live as part of the program. You should include:
 - the program’s plans for a special emergency meeting place for students, faculty, and staff
 - who students should call or email in a crisis to confirm their safety and whereabouts
 - a designated GT emergency contact who will carry a program cell phone 24 hours a day, 7 days a week while the program is in operation (Programs must provide this number to OIE **BEFORE** departure. If a cell phone/SIM card will be purchased upon arrival, then a US cell phone that works overseas must be provided in the interim)
 - which GT faculty or staff member will be the “back-up” if the 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)
 - measures that will be implemented in the event that there is a delay or disruption to travel due to unforeseen circumstances
 - how this plan and these emergency measures be communicated to students, faculty, and staff of the program

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- b. List specific addresses and telephone numbers for at least one hospital/clinic AND one psychiatric facility for each city the program will visit.

- c. Insurance for medical, repatriation of remains, medical evacuation, and emergency evacuation for natural disasters or political unrest must be included in the program fee and purchased on behalf of each student on the program. The cost of this insurance is communicated each year to Program Directors for inclusion in the program's budget and program fee. OIE determines which insurance policy all programs will use, and requests coverage for participants prior to departure. *Are there any additional insurance requirements for this program to operate? If so, please list. If none, state "None".*

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18. UN Sustainability Development Goals

Please include if any elements or components of your study abroad program that align with the [United Nations Sustainable Goals](#) (this is not a required component of the program proposal).

19. Additional Information

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

While this document includes some policies related to Georgia Tech Faculty-Led Study Abroad Programs, faculty and staff should consult all faculty and staff resources available online at: <https://ea.oie.gatech.edu/faculty-staff>

Please direct questions about FLSA Program Proposals and the SAC to:
Mary Alice Allen, Associate Director of Education Abroad at maryalice.allen@oie.gatech.edu