INDIANA UNIVERSITY
GUIDELINES FOR OVERSEAS STUDY PROGRAM PROPOSALS - IUPUI

The President of Indiana University has authorized the Overseas Study Advisory Council to approve or disapprove all proposals for any type of international experience organized for IU students, whether or not for credit. The major criteria applied in evaluating proposals for new programs are academic quality, cultural enrichment, student costs, impact on existing programs, administrative efficiency, financial solvency, and student health and safety. Proposals are usually prepared by one or more faculty members with assistance from the IUPUI Office of International Affairs, IU Office of Overseas Study, and their home department(s).

The Approval Process
Draft proposals for new programs are first submitted to the IUPUI Office of International Affairs (Study Abroad Office) for a preliminary review by an experienced staff, who can answer questions about program organization, budgets, credits and university regulations. They can help identify problems or ambiguities so that the proposal is clear and complete.

Most proposals for new programs are reviewed electronically by a committee of the Overseas Study Advisory Council (OSAC), or a subcommittee thereof. In some cases, however, the faculty sponsor may be asked to meet with the members of the full Council to discuss the proposal. Programs are approved with the proviso that the sponsor must adhere to the monitoring process in order to receive reauthorization for the program.

Program designs can vary significantly, and could include short-term, stand alone programs (during a summer term or a semester/winter break), semester-long courses with some component overseas (spring or fall break or after the end of term), long-term (semester or academic year) study abroad, or other models. Courses could be designed for limited audiences (a select group of pre-determined students) or open to students across schools or campuses; offered as non-credit or for credit.

Please note that if you are setting up an exchange program which involves sending students to and receiving students from an institution where tuition is expected to be paid at the home institution you will also need to have an institutional agreement in place. Please contact IUPUI's Director of International Partnerships (Ian McIntosh – imcintos@iupui.edu) within the Office of International Affairs for information on this process.

Deadlines for Submission of Proposals
Draft proposals may be submitted to the IUPUI Office of International Affairs at any time. They should be submitted in electronic format (as attached files to e-mail). Estimated time for completion of the review and approval process is a minimum of 30 days.

Advance planning is essential. The Overseas Study Advisory Council must approve all proposals before any recruiting, advertising, or scheduling for the proposed program begins. Organizers should recognize and consider the time required to obtain necessary course approvals, guarantees of financial support, and to make the necessary logistical arrangements both here and overseas.

Ideally, the planning process should begin 12 to 15 months in advance of the program's projected start date.

Preparing the Proposal
Completed proposals must include a clear description, following the guidelines outlined below.

Supporting Letters
Proposals should be accompanied by two letters, sent under separate cover, addressed to the IU Associate Vice President for Overseas Study and sent electronically to the IUPUI Director of Study Abroad (slleslie@iupui.edu) : one from the chairperson or division head, and one from the Dean of the sponsoring faculty member. These letters should confirm:
1. that the proposed program has been approved by the faculty member's academic unit and by the relevant college, school or campus;
2. that the proposal is considered a valuable academic program which will enhance their course offerings;
3. that the faculty member has demonstrated strong leadership, been a good role model and would be capable of responding to a crisis on site, with examples that would speak to these skills (see description of the position responsibilities); and
4. what the department's financial contribution to the program will be, if any. (The salaries and reasonable travel-related expenses for accompanying faculty directors/instructors may be provided by the home department/school and/or included in the budget based on student fees.)

If the program uses service-learning as a teaching strategy or engages students in volunteer experience, please also provide a letter from the host community or host organization(s) which conveys their openness to your presence.

After the Program is Approved
Once OSAC approves the program for its first occurrence, the resident director or coordinator should work with the IUPUI Office of International Affairs to have participants complete the necessary release forms and pre-departure paperwork and for access to appropriate student insurance while abroad.

Continuing Program Authorization
After each program occurrence, the program sponsor must submit a written report (see Guidelines for Resident Director Reports and evaluations from all student participants to the IUPUI Study Abroad Office so that continuing program approval can be considered. For more information about OSAC's program evaluation policy and continuing program authorization, please see the Overseas Study Program Evaluation Policy.

Proposal Cover Page
Sponsors of proposed programs should complete a Cover Page to provide contact information and basic program details.

Supplemental Materials – Curriculum Vitae (CV) and Syllabi
Program leaders should submit their CV's, the CV's of any host country faculty providing instruction to program students and the syllabi for any courses connected to the study abroad program as part of their proposal.

Resource Materials

Indiana University is a member of [The Forum on Education Abroad](#) and supports its Standards of Good Practice. Forum members developed these standards for the field so that there would be an agreed-upon set of best practices on all aspects of study abroad, including student selection, academics, policies and procedures, health and safety, ethics and integrity, etc. These can guide you as you develop your program.

IU has created an [abbreviated outline](#) of the Standards. For the full set of Standards and queries, see: http://www.forumea.org/resources/standards-of-good-practice

IUPUI has created [Guidelines for International Learning](#) which we encourage you to consider as you design your course and program.

Guidelines for non-credit student activities (e.g. field research, musical performance, sport activities, etc.)

A streamlined proposal process has been created for non-credit, one time experiences such as field research, performances, conference attendance. More information on this process is available at http://abroad.iupui.edu/develop-program/steps-resources.html.

Proposal Outline

Meeting the requirements of and conforming to the general guidelines for proposals, sponsors of proposed programs should provide as much of the following information as possible, but not every question will apply to every proposal so respond only to those which are applicable. Consult the Office of International Affairs for assistance and guidance. Proposals should be submitted in electronic format as attached files to e-mail to slleslie@iupui.edu.

A. Basic Description of the Program

1. Briefly describe the proposed program and its location. Provide a program mission statement.
2. At what academic institution abroad will the program take place, if any?
3. Sponsoring academic units at Indiana University
4. Co-sponsoring U.S. institutions or organizations, if any
5. Dates of the program and frequency of repetition [Note: IU policy discourages program overlap with regular home campus classes that result in students missing classes.]
6. Estimated number of participants; minimum and maximum numbers that program can accommodate

B. Rationale

1. What is the academic rationale for conducting this program overseas?
2. Is there any conflict or overlap with existing IU programs overseas?
3. What evidence is there of IU student demand/need for this program?
4. Explain how the site was chosen and evaluated.

C. Eligibility

1. Academic requirements (minimum GPA, prerequisites, class standing, language level)
[Note: IU policy prohibits participation of students on academic or disciplinary probation]

2. Open to students from all IU schools and/or campuses? Students outside IU? [Note: It is not common to open IU programs to outside students due to the complex logistical issues.]

D. Orientation Programming

1. Describe the pre-departure orientation (how many sessions; who will conduct them; content). Distinguish between academic preparation sessions and those that focus on logistics.
IUPUI's Study Abroad Office regularly offers orientations that are not specific to a destination but provide essential information related to international travel and adapting to a new culture. Some program leaders require students to attend one of these orientations. It is typically most helpful if students first come to a Study Abroad Office orientation and then later attend program specific orientations.
2. Describe the on-site orientation (who will conduct it; content)

E. Academic Program Abroad

[Note: Proposals for non-credit programs need only respond to items E.8.]

1. Briefly describe the overall instructional program
2. How many credits will each participant be required to take?
3. Indicate whether students will be enrolled in:
    a. Courses taught by an accompanying U.S. faculty member
        i) provide syllabi for courses that will be taught and the IU equivalent course number for each
        ii) provide CV and/or list of qualifications
    b. Regular host university courses
        i) provide description of university, range of courses offered, and illustrative course descriptions
    c. Special courses for international students taught by host country faculty
        i) provide course descriptions for courses that will be taught and the IU equivalent course number for each
        ii) provide CV's or and/or list of qualifications of instructors
4. Which major, distribution or other requirements can be satisfied on the program?
5. Outline the instructional schedule and provide the classroom contact hours [Note: IU courses traditionally involve 12.5 hours in a classroom setting per 1 credit hour and incorporate lab hours at a 50% value. Therefore, pedagogical time outside of a classroom setting (museum tours, meetings with local authorities, etc.) should probably be factored in at a 2:1 ratio. For detailed information on accounting for academic time in an overseas program please see here -
http://www.indiana.edu/~overseas/docs/Policies/Time_Abroad_Guidance.docx
6. Describe classroom or other teaching facilities on site
7. Who will determine students' grades and on what basis?
8. If student research is involved, provide documentation showing Human Subjects approval, as appropriate.
If the program uses service-learning as a teaching strategy, or engages students in volunteer experiences, follow these guidelines. Please provide a letter from the host community or host organization(s) which conveys their openness to your presence.
10. If non-credit, describe the program's purpose and activities

Note: If any planned activities abroad include contact with children, see information on policies and procedures.

Note: If any planned activities abroad include snorkeling or SCUBA diving, see information on policies and procedures.

F. Student Learning and Development
1. Describe how the program will bring IU students into direct contact with the host culture in meaningful ways.
2. Indicate how the program incorporates the program site into its pedagogy.
3. How will the program link discipline-specific learning outcomes to the location of the program?
4. How will the program provide language development appropriate to the mission of the program?
5. How might you build in reflection exercises so that students become more aware of the cultural differences around them and how they are responding to them?*(Research has shown that when program interventions take place – such as reflection assignments – students experience deeper learning. For examples, see the faculty toolkit from the University of Kentucky.)*
6. Describe how the students' international experiences will be integrated upon return to campus (re-entry activities, student publications, exhibits, etc.).

G. Support services abroad
1. Will there be an IU resident director/program leader on site?

   Please note that the IU program leader onsite must attend to a wide range of student issues, including logistical, academic, personal, medical and emergency response. (Some program models provide for additional on-site support to assist in these circumstances.) There will be resource materials and a required workshop for those who have received approval to teach for or direct a program.

   It is recommended that all programs include two responsible individuals so that there is always someone on hand to deal with crisis matters. The second-in-command might be another faculty member, a staff member or an advanced graduate student.

   Is the IU faculty or staff member prepared for the responsibilities associated with education abroad programs?

2. If there will not be a U.S. faculty resident director, describe the office or individual overseas who will address students' logistical, academic, personal, medical, and emergency concerns.

H. Health, Safety and Security
Review the complete Country Specific Information Sheet(s) for your destination(s) at the website of the U.S. Department of State and the Health Information for Travelers of the Centers for Disease Control and respond to issues raised.

Note: Giving consideration to the [U.S. State Department's Travel Advisories](#), except in special circumstances, Indiana University will not offer or support study abroad in countries given Level 4 Travel Advisories, countries given Level 3 Travel Advisories (unless exempted), nor any section of a country given a "do not travel" advisory under Level 1, 2, or 3. Requests for exemptions based on "special circumstances" are evaluated on a program-by-program basis through a [process established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC)](#). The Committee has the authority to make the final decision on such requests from program organizers.

Note: Programs involving children must comply with all Indiana University requirements, as outlined in the [policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisory Council (OSAC)](#).

What safety and security preparation will be provided by the group? What security measures will be taken on their behalf?

IUPUI has created a program [emergency plan template](#) to assist you in your emergency response planning.

I. Supplementary Activities
Describe excursions or group activities and how they directly complement the academic program. It is important to disclose all planned activities in detail so that Overseas Study can review them. Unapproved activities may expose the program leader to personal liability.

IU will not authorize high risk activities.

Consider the risk factors associated with the supplementary activities you organize on behalf of IU. Make clear in program materials which activities are expected of the participants vs. those offered as recommendation for their free time. Although you may have little control over what students do on their own time, we expect program leaders to guide students if their choices put them at risk.

Offer students alternative options when/if they are uncomfortable or unable to meet the demands of supplementary activities. Do not organize or recommend activities if you are not familiar with the local vendors who are offering them.

Note: If any planned activities abroad include contact with children, see [information on policies and procedures](#).

Note: If any planned activities abroad include snorkeling or SCUBA diving, see [information on policies and procedures](#).

J. Room and Board
Describe student housing accommodations and meal arrangements in detail.

Note: Indiana University requires that sleeping arrangements provide for a separate bed for each program participant.

K. Student Budget
1. What fee will IU charge for this program?
2. What costs will the IU fee include? (fees to host institution, room & board, health insurance, excursions, books and other materials)
3. If not included in the IU fee, what are estimated costs for room and board, personal expenses and international airfare?

L. Program Budget
Contact the Office of Overseas Study for assistance in preparing a realistic budget projection. You will need to consider costs for the following:
- Salaries for instructional staff
- U.S. staff travel to program site
- U.S. staff displacement allowance
- Tuition & fees to host institution abroad
- Fees for use of instructional space
- Administrative costs (publicity, office expenses)
- Group excursions (bus rental, hotels, guides, admission fees, etc.)
- Student housing (if paid through program fee)
- Student meals (if included in program fee)

Note that although each program operates a little differently, there are some general financial rules that apply. Each program should plan accordingly to make payments in advance or to make financial resources available for accompanying staff members to pay for various program expenses as they arise. Please note that University policies prohibit mixing personal and program funds, so you should not count on using your own personal bank account as a vehicle for transferring funds abroad.

M. Program Administration
Describe the procedure for registering students, collecting fees, paying program costs abroad, enrolling participants in student health insurance, conducting checks of academic and disciplinary records, collecting and retaining documents (Agreement and Release forms, emergency contact information, medical history forms), etc.   IU has developed an online collection process for application and post-acceptance materials known as iAbroad. The IUPUI Study Abroad Office is happy to assist you in using this system.

IUPUI has developed guidance on the process for collecting funds from student participants and making program related payments. Program leaders are strongly encouraged to talk with their fiscal officers early in the program development process.

Who will establish program policies, including withdrawal and refund policies? Most programs use the standard IUPUI withdrawal and refund policy.
Who will establish the protocol for behavioral expectations, including developing a clear definition of behavior that warrants dismissal of a student from the program? The IUPUI Study Abroad Office has developed a sample Code of Conduct that may be of help to you as you think about behavioral expectations.

If the program involves activities with children, who will pursue background checks for all faculty, staff, students, volunteers and who will register the program with the University Superintendent of Public Safety by filling out the online form located on OneStart under Services, Protect IU, per the [policy established by the Safety and Responsibility Committee of the system-wide Overseas Study Advisor Council (OSAC)](#)?

N. Strategic Partnerships

IUPUI has identified three key international partnerships which have been elevated to strategic partners. These are Moi University in Eldoret, Kenya and Sun Yat Sen University in Guangzhou, China. Interest groups or steering committees have been convened on the IUPUI campus to coordinate activities with these institutions. If the proposed program includes one or more of these institutions please contact these groups as they can be sources of information and connection to individuals and departments at the host institution. Contact the Director of International Partnerships in Office of International Affairs to learn more about these committees.

If the proposed program is to one of the universities mentioned above please indicate how the program fits into the strategic partnership and provide documentation (an email is fine) demonstrating that the relevant strategic partnership committee is aware of and supports the proposed study abroad activity.

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