

Program Abroad Planning Approval Form

Please complete this document, obtain the signature of your Department Head and Dean, then return to the Office of International Programs. This form provides the authorization needed to begin working with you on your study abroad program. Form may be *legibly* handwritten.

Proposed Program Concept

Proposed Program's Name & Department:

Program Site: City/Country:

Name & location (to include address and phone number) of hotel(s) to be used (Clery Act requirements)
If this information is not readily available, please provide after lodging accommodations are completed.

Proposed program dates and duration in days (e.g., summer 2017; 12 days)

Targeted No. of Students:

Targeted type of students (e.g., matriculation level - undergrad/grad; majors only; open only to registered students in the above class; open to all students)

Brief Program Description & Course Alignment. Attach a narrative (750 words or less) highlighting the following: major programmatic features of your study program; what impact, if any, this trip will have on regular teaching assignments (and how these will be addressed); and who will serve as your co-director on the trip (two trip directors, preferably one of each gender, are required for safety purposes). This description should also include a list of planned funding sources for the trip. Separately, also provide two one-page CVs, one each for the director and co-director, respectively, listing any experiences leading or participating in a study abroad program in the past.

The faculty member signing this agreement has read, understands and will comply with the requirements outlined in the “Emergency Procedures Handbook for TAMU-C Faculty-led Study Abroad Programs,” hereafter referred to as the “Handbook.” The department chair will be responsible for vetting the background of this individual to determine his/her suitability to lead and run a program abroad prior to approving this individual to lead a program abroad.

Once this form is signed, the faculty member becomes the official faculty director for the program indicated above.

Proposal Submitted by:

Signature Date

Approvals:

Signature: Department Head Date

Signature: Dean Date

Signature: Risk Manager Date

Signature: Director of International Programs Date

Signature: Associate Provost, Faculty & Admin. Affairs Date

****Please attach a completed "Global Risk Evaluation & Assessment for Faculty -Led Study Abroad Program" form.**

Risk Assessment Guide for Faculty-Led Study Abroad Programs

The following rubric is designed to assist a faculty director in assessing her/his faculty-led study abroad program proposal in terms of potential associated risk. Faculty considering a study-abroad excursion should make sure to address each of the stated areas in the accompanying document. As a planning guide, a score of seven (7) is minimally desired to pass this section. While scores of zero (0) and two (2) should be clear, here are some examples of why a score of one (1) might be given.

- **Political Stability:** Global unrest or notable differences between area of trouble and proposed site visit.
- **Health Risks**:** Available care below US standard or possible health problems due to lack of sanitation or proper food preparation; known disease outbreak in the "region", but not area of travel.
- **Criminal Activity:** Known area for tourists being preyed upon and/or weak police or military forces.
- **Advance Site Visit:** Limited knowledge of area, but has traveled to the area without students.
- **Faculty Director's Language Proficiency:** Either English is common in area or professor has passing knowledge of local language—can find help or assistance relatively easily.
- **Participants' Language Proficiency:** Similar to faculty director's capability by 33 percent or more of students.
- **Participants' Experience:** 50 percent or more have some international travel experience, understand process of going through customs, etc.

If a score of zero (0) is expected in a particular category on the rubric, please attach an addendum that provides information regarding the ways in which the applicant plans to address the issues that lead to a low score.

** - Please remember the growing threat posed by the Zika virus. Consider your destination and: 1) juxtapose it against your list potential participants; 2) check the Centers for Disease Control and Prevention website for the most up-to-date information on the virus (<http://www.cdc.gov/>); 3) consider whether the threat is endemic or epidemic; and 4) brief students as appropriate.

Global Risk Evaluation & Assessment for Faculty-Led Study Abroad Program

	0	1	2	SCORE
POLITICAL STABILITY	Unknown, unreported, unclear, or high risk of government instability, negative USSD travel advisory	Minor risk of instability, USSD advisories limited to areas distant from site	Stable government, no travel advisories	
HEALTH RISKS	Unknown, unreported, unclear, or high risk of illness, poor medical care available, poor accessibility for handicapped	Limited health risks	Little likelihood of health concerns, high quality medical care readily available, handicapped accessible	
CRIMINAL ACTIVITY	Unknown, unreported, unclear, or high risk of criminal activity	Limited criminal threat	Little threat of criminal activity	
ADVANCE SITE VISIT	Unknown, unreported, unclear, or limited experience with travel	Some time spent on site, some travel experience	Considerable experience on-site, significant international travel with students	
FACULTY DIR. LANGUAGE PROFICIENCY	Unknown, unreported, unclear, or limited language proficiency	Competent in local language(s), translators available	Near fluent in local languages(s)	
PARTICIPANTS' LANGUAGE PROFICIENCY	Unknown, unreported, unclear, or limited language proficiency	Competent in local language(s), translators available	Near fluent in local languages(s)	
PARTICIPANTS' EXPERIENCE¹	Unknown, unreported, unclear, or limited travel experience	More than half have traveled internationally	Most have significant travel experience	
TOTAL SCORE				

Minimal score of seven (7) is desirable.

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