Proposal for short-term study abroad programs

The development of short-term academic and career-planning programs is the responsibility of individual academic departments. The following proposal and planning guide will identify next steps. This form must be filled out completely and approved by the academic chair and dean before being submitted to studyabroad@scad.edu. The office of study abroad and the academic departments will assist with further direction as needed.

As part of your proposal, you must submit this signed form, a proposed syllabus, and program itinerary.

I. GENERAL PROGRAM INFORMATION

1. Is this a credit-bearing academic proposal or a not-for-credit proposal?

    Students will receive credit-bearing coursework.   This program is not for academic credit.

    If this is a not-for-credit proposal, it will likely be classified as a field trip. Refer to the Electronic Field Trip Waiver form via MySCAD > Resources tab > SCAD Forms channel. All field trips are departmentally approved.

2. What is the proposed title of this program? _____

3. What is the proposed location?

    Lacoste   Other _____

4. List the department(s) and school proposing the program.

    Department(s): _____   School: _____

5. What is the term and academic year (AY) you are proposing? _____

    To achieve minimum enrollment status (10–16 students per professor), we must recruit three academic quarters or more in advance.

    TIMELINE EXAMPLE

Propose by:	Spring current AY	Summer current AY	Fall current AY	Winter current AY
Program schedule:	Winter next AY, intersession or quarter	Spring next AY, intersession or quarter	Summer next AY, intersession or quarter	Fall next AY, intersession or quarter

II. COURSES

1. What course(s) do you plan to offer? If there is an opportunity to cross-list graduate classes, include them (please refer to the course catalog):

    Course number and title: _____

    Course number and title: _____

    Course number and title: _____

    Course number and title: _____

2. Is the course active in the SCAD curriculum system? To ensure that a course is active, it must be offered within three academic years. Check with curriculum management or your chair for verification.   Yes   No

3. Is this a new course? If this is a new course proposal, adhere to the curriculum management process. Once the course is vetted and approved by academic departments, the study abroad department will work to launch approved programs with the academic department/school.

    Yes   No

III. RECRUITMENT

The following questions determine what year and class students are being recruited for this program and the audience for the proposed program.

1. Are these courses part of required curriculum?

    Yes, the course is   Required by minor   Required by major   Required by major and minor

    No, this class would fulfill an elective requirement.

2. Attach a proposed syllabus and program itinerary (required). All for-credit program proposals must include detailed information regarding the length of the program and how the minimum number of required credit hours may be achieved. Five hours of credit requires a minimum of 50 contact hours and 100 hours of work outside of class.

3. What are the target students (e.g., rising juniors or graduate students)?

    _____

4. Based on the question above, how many students are in these categories? (e.g. 150) _____

5. This program is open to students from: eLearning   Atlanta   Savannah

6. How is the department enacting its recruitment strategy? (This is a requirement.)

   Interest meetings   Email blasts   Social media   Other Zoom meetings   Direct mailers

7. Does the department have funds set aside for supporting the program (e.g., visiting artist or visiting alumnus)? If so, how much?

   _____

IV. ADMISSION CRITERIA

1. Admission requirements for study abroad include a minimum grade-point average of 2.5 and a clear conduct record. The office of study abroad requires an advising confirmation form that students will complete with their student success adviser. Students may also discuss credits earned and the financial aspects of the trip with their adviser. Students are required to submit a video introduction of themselves.
   Check additional requirements for your proposed program.

   Portfolio   Interview   Letter of recommendation   Letter of intent   Résumé   None

V. SUPPLIES

What resources are needed to support this program?

Physical resources (e.g., classroom/meeting space, equipment, special tables, or drawing boards):

Technology resources (List all technology resources, whether needed or already in place, that will be necessary in the classroom or abroad for students to complete assignments.):

VI. Submission

_____   Date ___ / ___ / ___

Proposal prepared by (title)

_____   Date ___ / ___ / ___

Approval of chair (title and signature)

_____   Date ___ / ___ / ___

Approval of dean (title and signature)