

College of Education & Human Development

Education Abroad Proposal

Approved: Summer 2022

Created: Spring 2022

Next Scheduled Review: Spring 2025

Guideline Statement

This procedure establishes the guidelines for study abroad proposals.

Reason for Guideline

Study abroad programs provide extended academic opportunities for students to become global citizens. This guideline provides clear directions to faculty who are preparing proposals for education abroad programs.

This Guideline supplements System Policy 13.04 *Student Travel* and A&M-San Antonio Rule 13.04.99.01 *Student Travel*.

Guideline

1. Sponsor(s) of Travel Responsibilities
 - 1.1 Sponsor(s) of Travel will complete the proposal form in QuickBase through the link provided by the CoEHD.
 - 1.2 Sponsor(s) of Travel are required to follow all procedures listed in the University Policy 13.04.99.01 <https://www.tamusa.edu/businessaffairs/compliance/pdfs/13-students/13-04-99-01-student-travel.pdf>.
 - 1.3 The name(s) of the sponsor(s) of travel, email, department, program need to be listed. If more than one person is listed, the primary trip leader who will be responsible for all communication regarding study abroad should also be identified.
2. Documents Required
 - 2.1 A trip itinerary with a daily schedule of activities and location

- 2.2 Travel passenger list including the expected number of students and the expected number of leaders traveling with the group.
 - 2.3 Cleary Act Student Travel Form for each participant
 - 2.4 Emergency information for each participant
 - 2.5 Assumption of Risk Indemnification Agreement for each participant
 - 2.5 Proof of insurance for each traveler
 - 2.6 Copy of passport for each traveler
 - 2.7 Budget detailing the expenses of the trip
 - 2.8 Education Abroad Proposal Form
3. Deadlines
- 3.1 Study abroad proposals should be submitted in QuickBase by May 1 for study abroad programs occurring the following Spring.
 - 3.2 Study abroad proposals should be submitted in QuickBase by September 1 for study abroad programs occurring the following Summer.
 - 3.3 Study abroad proposals should be submitted in QuickBase by December 1 for study abroad programs occurring the following Fall.
 - 3.4 The final itinerary will need to be submitted 6 weeks before departure.
 - 3.5 The Reflection portion of the Education Abroad Proposal Form should be completed within 1 month of return from travel, along with scheduling a meeting with the Assistant Dean for Academics to discuss.
4. Proposal Review
- 4.1 The Assistant Dean of the College of Education and Human Development (CoEHD) will review the proposals regarding the proposal's alignment with CoEHD strategic plan. If the Assistant Dean endorses a proposal, it will be reviewed by the Dean of the CoEHD. Once all College-level approvals have been completed, the Sponsor(s) of the proposal will be informed. All appropriate University-level forms and procedures must then be completed by the Sponsor(s). If any questions arise by the Assistant Dean for Academics or the Dean, a discussion may be required with the Sponsor(s) for clarification and/or revisions based on feedback.

- 4.2 When evaluating the design of the study abroad program proposal, the following will be taken into consideration: Safety, attainability, reasonable cost, appropriateness for students with any level of international experience, enhancement of content and delivery of courses, academic relevance, and viability. For programs that have been offered in the past, favorable outcomes in past programs, and changes made in response to feedback.
- 4.3 The expertise of the faculty will also be considered. Study abroad programs must be led by a person with a full-time faculty appointment. Considerations will be the familiarity of the faculty member with the location, experience teaching the course (at A&M-SA and/or internationally), ability to recruit and orient students, and favorable teaching evaluations.
- 4.4 Fiscal responsibility of the proposal will also be evaluated.

Definitions (if needed)

Related Statutes, Policies, or Requirements (if applicable)

System Policy [13.04 Student Travel](#)

A&M-San Antonio Rule [13.04.99.01 Student Travel](#)

Appendices (if applicable)
