

***Proposal for Harper College  
Faculty-Led Education Abroad Program***

**I. Program Summary:**

**A. Program Leaders:** \_\_\_\_\_

**B. Credit Course (e.g., BIO 150):** \_\_\_\_\_ **C. Dates of Travel:** \_\_\_\_\_

**D. Executive Summary:**

**Please provide a one-paragraph summary of your proposed program, including its learning objectives and its contribution to student success (max 150 words):**

*(max 250 words)*

**II. Signatures:**

**Prior to submitting your proposal, be sure to have collected approval signatures from your department chair/program coordinator and your division dean.**

\_\_\_\_\_  
**Department Chair/Program Coordinator and Date  
Comments/Recommendations:**

\_\_\_\_\_  
**Division Dean and Date**

\_\_\_\_\_  
**Director, International Education and Date  
Comments/Recommendations:**

\_\_\_\_\_  
**Associate Provost and Date**

**FINAL APPROVAL FOR PROGRAM AND ASSOCIATED PAYMENTS:**

\_\_\_\_\_  
**Dr. Ruth Williams, Provost / DATE**

\_\_\_\_\_  
**Dr. Avis Proctor, President / DATE**

### III. Program Information

#### A. Lead Faculty Information

Name:	
Department/Division:	
Harper email:	
Telephone:	847-925-

#### B. Co-Lead Information

Name:	
Department/Division:	
Harper email:	
Telephone:	847-925-

#### C. Program Title

Class prefix and number (e.g., ENG 102, BIO 150):	
Course title (Composition):	
Theme:	
Are you willing to offer two sections of this course, one for travelers and one for non-travelers?	

#### D. Program Term / Dates

Semester and year:	
Course dates:	
Travel dates:	

## E. Program Site(s)

Country(ies):		
Cities/sites to be visited:	1.	2.
	3.	4.
	5.	6.
	7.	8.
	9.	10.

## IV. Course Information

### A. Course Overview and Program Objectives

Please provide a detailed description of the academic goals of this program, including the reasons for selecting the location(s) and the benefits of teaching the course(s) at this location(s).

*(max 150 words)*

### B. Program / Course Description

All credit through the Harper College Education Abroad programs becomes part of the student's grade point average.

1. List the course learning objectives (from the official Course Outline):

*Upon completing this course, a student shall*

2. List the Global Learning Outcomes that will be achieved through this program (see the Office of International Education website for a list of these outcomes).

*Upon completing a globalized course at Harper College, a student shall be able to*

3. Briefly describe your Assessment Plan to measure the success of the course and Global Learning objectives.

*(max 100 words)*

4. Is there an on-campus component for this program?

a. If yes, please list the number of weeks of pre- and post-travel course work there will be?

b. If not, please explain how the required contact hours and course objectives will be met?

5. Explain how the location(s) are appropriate for and enhance the learning objectives of the course(s).

*(max 200 words)*

6. Describe how participation in this program will contribute to the student's academic and professional growth.

*(max 200 words)*

7. Describe any activities you have in mind for your group to facilitate interaction with the local community

*(max 100 words)*

8. Will there be a service component to this program? If so, please describe the extent and impact of the service component on the local community and the students.

*(max 100 words)*

### **C. Counselor & Marketing Information**

The following information will assist appropriate student advising and counseling.

1. Please note that you will have to complete the **Counselor Handout** if your proposal is approved.

2. What is the total number of credits per course associated with this program?

3. Are there pre-requisites for any of the courses?

4. Will instruction be provided solely by Harper College faculty, or will faculty/lecturers from host institutions provide instruction as well? If any instruction is to be provided by persons other than Harper College faculty, please describe the credential and curriculum review processes? These processes are required to ensure appropriateness of curriculum and instruction.

5. If any courses are offered in a language other than English, what are the prerequisites for a student to enroll and how will student preparedness be assessed?

## **V. Risk Assessment and Logistics**

### **A. Health & Safety Risk Factors**

1. Describe medical care availability, access, and quality at each destination of the program.
2. Will faculty and students need inoculations, immunizations or be required to take prophylactic medications? If yes, please describe.
3. Will there be any high-risk activities included in the program such as participation in athletic events, boating in rivers or the ocean, zip-lining, or mountaineering where ropes or guides are normally used? If so, please describe in detail.
4. How will the faculty leader communicate with students and the Office of International Education in the event of an emergency, such as a natural disaster, terrorism, or medical pandemic? Provide back-up plan if there is an electricity outage or no cell phone service.

### **B. Local Transportation**

1. Please describe mode(s) of transportation and to which destinations. If private vehicles will be used, please specify type and who will be driving.
2. If local transportation services will be contracted, what type of contracts will be necessary and how will companies be evaluated for safety record of vehicles and drivers?
3. Please describe any unusual transportation issues, such as off-road driving, long-distance night driving, poor road conditions, etc.

## **VI. Vendor information:**

- Provide detailed information on **each** vendor you will be using (e.g., drivers, accommodations, home-stay providers, excursions).

Name	Contact information	Vendor affiliation
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- Please note that you will have to complete the **Vendor Information sheet** with payment requirements (i.e., bank transfer and/or account numbers) if your program is approved.
- If you are not working through a third-party program provider who will customize the program, it is advisable that either the faculty member or an Office of International Education staff member has visited or will visit the proposed program site.

## VI. Student Recruitment / Marketing Plan

- List the key elements of outreach and how they will be implemented (e.g. posting on the Office of International Education/department websites, classroom presentations, printed material, electronic announcements, etc.).
- List specific timelines for outreach, payments to vendors, etc.

## V. Detailed Itinerary and Syllabus

- Provide as detailed a schedule as possible at this point of development, including orientations, coursework, suggested field trips, etc. This is particularly important to help students make decisions whether the program can be a consideration based on logistics and timing. It is also a central part of the application advising process.
- Submit a detailed syllabus of this particular course with the proposal.

## VI. Budget

- Complete a **Study Abroad Budget Worksheet** and submit with this proposal. This worksheet represents your best effort at estimating the overall cost of the program at this moment.

## VII. Final Checklist

- ☐ Met with Office of International Education staff prior to completion of this application
- ☐ Consulted with dean prior to completion of this application
- ☐ Received appropriate signatures (dean, chair, program coordinator)
- ☐ Included all requested information on this proposal form
- ☐ Scheduled meeting to submit proposal with Director of International Education

Attached all requested supplemental information:

- ☐ Detailed itinerary (including all locations visited)
- ☐ Syllabus (with course objectives and Global Learning Outcomes)
- ☐ Study Abroad Budget Worksheet

### **VIII. Faculty Signature**

With my signature, I acknowledge that the co-leaders of this program may have to use their allocated Professional Development funds to subsidize their participation in the proposed program.

\_\_\_\_\_  
Lead Faculty signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Lead signature

\_\_\_\_\_  
Date