

Study Away Full-Proposal Approval Form

Faculty Leader _____ Support Person _____

Is this a new proposal? The first time you have led a travel experience and/or proposing a new destination?

YES NO

Course Number: _____ Course Title: _____ Number of Credits: _____

Course Schedule (choose one)

*all instruction and travel must be within the confines of the semester

First Summer Session (Monday, May 6th – Monday, June 24th)

List the Pre-Departure Class Schedule: _____

List the anticipated Travel Dates: _____

List the Post-Trip Class Schedule: _____

Second Summer Session (Tuesday, June 25th – Thursday, August 15th)

Pre-Departure Class Schedule: _____

Anticipated Travel Dates: _____

Post-Trip Class Schedule: _____

Travel location(s): _____

Please describe any additional resources that is being sought to support the facilitation of this travel experience (i.e., a grant).

Student Learning and Development & Academic Framework

1. Describe your pre-trip, on-site, and post-trip activities for this study away experience and then explain how these activities will build on and enhance the student learning experience.

a. Describe the unique ways students will experience the language, culture, history, art, religion, economics and geography.

A large, empty rectangular box with a thin black border, intended for the student to write their response to the prompt above.

2. For the course you are proposing to use, please copy and paste the course description from the current Catalog in the box below. The link the current Catalog is <https://catalog.grcc.edu/>

3. Describe how the Faculty Leader’s and Support Person’s educational and travel experiences have prepared them to lead this study away experience and teach this course.

- a. Demonstrate your knowledge about the proposed country and culture (including previous in-country experience & language ability).
- b. Demonstrate how you have collaborated together to enhance the student experience.
- c. Describe your experience in recruiting students and/or conducted orientations and/or managed a budget.

- In the left column, please list and explain all of the learning activities included as part of this study away experience.
 - i. Itinerary activities are effectively planned throughout the duration of the experience
 - ii. Describe how “free time” has been built into the trip for students’ reflection and exploration.
- In the middle column, list the CLOs from the course curriculum document that align with the activities.
- In the right column, list and explain the assessment methods that will be used to measure student learning.

	Activities (Pre, On-site, and Post)	Relevant Course Learning Outcome(s)	Assessment Strategy
1			
2			
3			

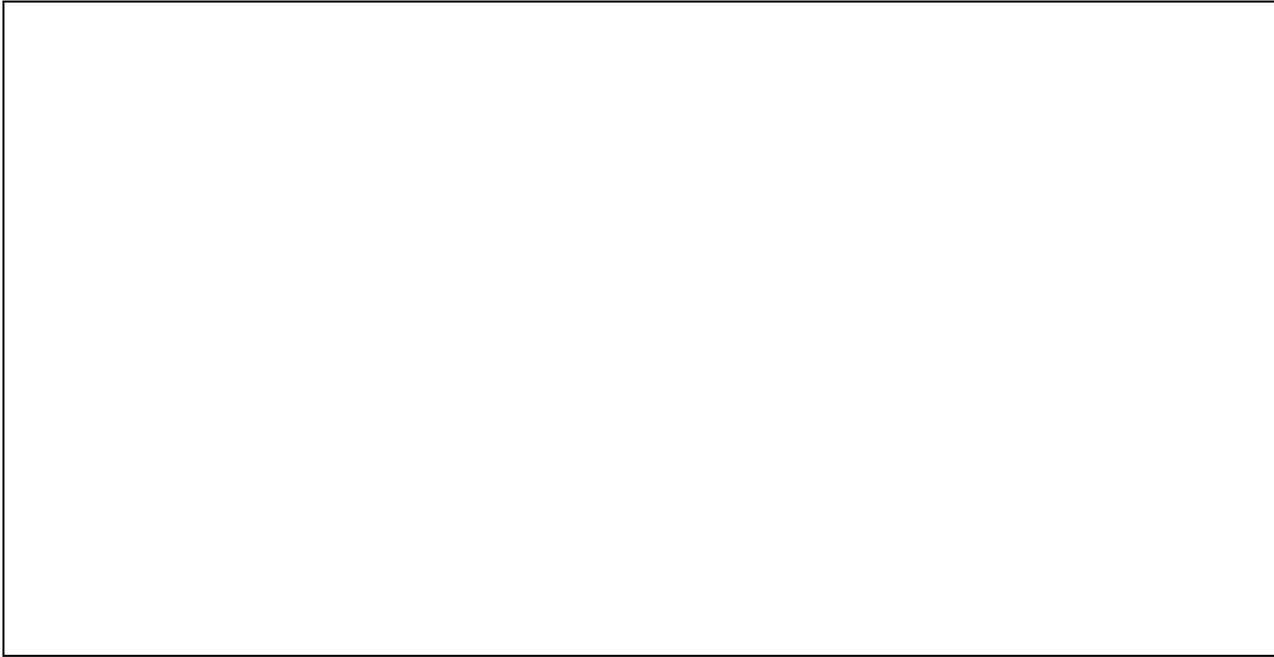
	Activities (Pre, On-site, and Post)	Relevant Course Learning Outcome(s)	Assessment Strategy
4			
5			
6			
7			

4. Describe your method of conducting a general risk assessment.

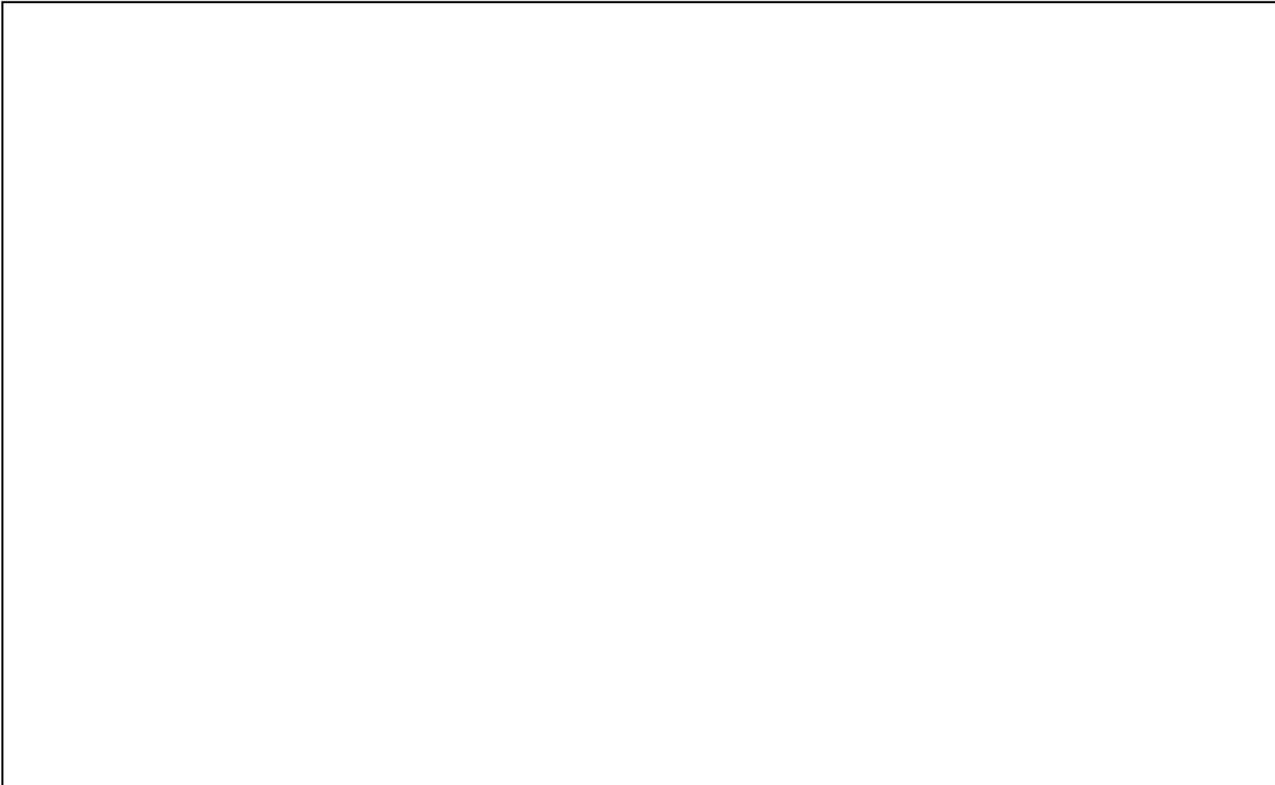
- a. What have you confirmed are the health (physical and mental), safety, and security risks (site specific and/or political) that your students face and how do you plan to address these issues?
- b. Do you have any safety concerns that you need additional assistance/support for?

5. Describe your understanding of local laws (customs and norms) and regulations?

6. Describe how you will identify and support students having difficulty adjusting to culture differences.



7. Describe a plan of action you will take over the following 12-months to ensure you will effectively market/recruit, solidify third party contracts, monitor student payments and orient students.



8. Describe how your operating budget ensures safe, clean, hospitable housing; activities that support the trip's educational goals; and responsible health, safety, and security measures?

- a. Describe the level of in-country support including use of interpreters and guides, available health insurance options, well vetted travel/lodging locations and emergency/crisis supports.
- b. Describe your plan of in-country communication. What expectations do students have on using cell phones?
- b. What measures are in place to accommodate students of varying needs and abilities?
- c. Describe ways in how you've made the trip cost-effective, yet safe.

Study Away Budget Planning Guide

Please provide a breakdown of what is covered in the price of your trip (airfare, ground transportation, meals, lodging, miscellaneous expenses). Describe the overall expenses students will be expected to pay. Reminder that your submitted estimate from your Third-Party provider(s) and expenses should be in alignment.

Overall per/student cost

Overall Faculty Leader cost

Overall Support Person cost

<p>Overall Per/Student Cost</p> <p>In the yellow box, please add the estimated total per/student, Faculty Leader and Supper Person costs together and divide by (12).</p>	<p>\$</p>
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