

International/Study Abroad Proposal Evaluation Tool

Faculty leading trip: _____

Proposed destination and dates of travel: _____

Proposal received: _____

Met (M)–Addresses criteria with adequate detail/rationale

Does not (DNM) - Does not adequately address the criteria resulting in concerns related to safety or student learning

Not answered (NA)- Criteria is not addressed in the proposal

#	Proposal Required Elements	Meets	Does Not meet	Not answered	Comments
1	Cover form complete				
2	Budget form complete; budget items appropriate and feasible				
3	Provides a clear, realistic daily itinerary; itinerary supports program/course objectives				
4	Provides syllabus/syllabi from associated course(s); course objectives align with study abroad experience				
Program design statement					
5	Provides program and course objectives, that are clear and measurable; aligns with study abroad experience; includes rationale for chosen location.				
6	Explains the degree of immersion in culture and language on site				
7	Plans for program promotion included and are realistic and feasible				
8	Plans for pre-departure and in-country preparation of students is explained and feasible				
9	<p>Provides an overview of how safety, health, and security will be managed on-site.</p> <ul style="list-style-type: none"> • Where can student receive health care? • How will accommodation and local transportation be handled with safety in mind? <p>Identifies risks associated with program site and activities and how that risk will be managed.</p>				
10	Provides a description of housing arrangements for participants and leaders. Will faculty leaders be housed with or nearby participants? If not, justification provided.				

#	Proposal Required Elements	M	DNM	NA	Comments
11	Provides a summary of faculty expertise and experience that is relevant to the program <ul style="list-style-type: none"> • What is the faculty member's teaching and/or research area of expertise? • Does the faculty leader show a thorough understanding and knowledge of the location/culture to which she/he intends to go? Does the faculty leader(s) have any previous experience in planning/leading study abroad programs? If so, what is his/her success rate in terms of recruiting, program excellence, in-country support and student evaluations (if available)? 				
12	Clarifies the role of all UNCW faculty/staff going with the program, especially but not only, those included in the program budget. <ul style="list-style-type: none"> • Who is the program leader (ultimate responsible party, and typically there for the duration of the program)? • Who will be instructor of record for any UNCW taught course? • If other UNCW faculty/staff are associated with the study abroad, what is their role? 				
13	Avoids program dates which conflict with UNCW's class schedule. If program dates would require participants to miss class at UNCW how is the impact of absences minimized? <ul style="list-style-type: none"> • How many days will be missed? • What, if any, provisions have been made to compensate for the absences. • Provides rationale for traveling on these dates. 				
14	New or repeat trip? Rationale provided.				
15	Inclusive of multiple levels of students? If yes, explains how this will enhance the program.				
16	Is the program interdisciplinary? If yes, explains how this will enhance the program.				
17	Is the location safe? Is there a travel warning or alert issued by the US State Department currently for this location?				
18	How does the proposed study abroad trip align with the Mission and Vision of the University, CHHS and SON?				
19	Provides sufficient detail and evidence of the contact hours during the study abroad. Contact hours are appropriate for the credit allocation experience.				
	TOTAL (Add up the number of checks in each column)				

Overall Summary Comments: _____

Recommendations: _____

Signature of reviewer: _____ Date & Time: _____

Proposal Disposition: Returned to faculty for revisions: _____

Forwarded to Director: _____