**Domestic Study Away Program Proposal Instructions**

Contact Catherine Marshall for your unique URL to access the study abroad proposal survey. This link will allow you repeated access to the proposal. Please note that in order to return to the section you were last working on, you will need to use the same computer.

The proposal is made up of the following sections:

 Program Quick View

Program Staffing

 Course Information

 Program Details

 Program Logistics

 Recruitment and Predeparture Logistics

 Health and Safety

 Post Program Logistics

 Program Budget

Supplemental Information

There is logic built into the proposal survey. The questions you are posed may vary depending upon the information you provide. You can access a PDF of the complete survey at: <https://www.ohio.edu/global/goglobal/resources/faculty-directors.cfm>.

To facilitate your completion of the proposal, please review the following information for each section.

**Program Quick View**

This section captures basic information about the program, including program title, duration, location and expected number of participants. You will need to indicate if the program will be allowed to run in the host state per state authorization rules. You can learn more about these rules by accessing the university’s webpage on [state authorization requirements](https://www.ohio.edu/instructional-innovation/state-authorization/).

You will also be asked to identify the program type (e.g. classroom-based, studio-based, clinical, community engagement). If your program has a clinical component, please be prepared to describe government and accreditation requirements, if applicable.

Many programs include an element of community engagement or service learning. To learn more about effective and ethical practices, please refer to the Center for Campus and Community Engagement at <https://www.ohio.edu/communityengagement/faculty.cfm>. You can also access a video on responsible volunteering at <http://learningservice.info/videos/video-1-finding-responsible-volunteer-placement/>.

Be prepared to indicate eligibility requirements for all types of participants: undergraduate; graduate; medical students; and professionals, alumni or other non-student participants.

**Program Staffing**

This section identifies individuals who will be providing leadership, instruction and support during the program. You will be asked to identify the program director and co-director, if applicable.

You will also be asked to identify an alternate program director who can assume leadership of the program should the program director become incapacitated or otherwise unable to travel with the group as planned.

Finally, you will be asked to identify any additional staff, including program providers or on-site partners and program assistants (e.g. graduate assistants hired by the program to provide support).

**Course Information**

After indicating how many courses will be offered on the program, the total number of credits to be taken by participants, and how the contact hours associated with course credit will be fulfilled, you will be asked to provide the following information for each:

* Course title as it appears in the Master Curriculum File
* Course prefix and number (e.g. SPAN 2010)
* Instructor of record
* Credit hours
* Requirements met by successful completion of the course (e.g. tier II, major requirement)

You will additionally be asked to upload a draft itinerary of the program indicating course-related time, excursions, and free time.

**Program Details**

This section gathers information on the connection between the program and the sponsoring unit, learning outcomes and assessment of student work. You can find language for student learning outcomes in Appendix D of the [University Curriculum Council’s Guidelines for Submission of New Course Proposals and Course Changes](https://www.ohio.edu/facultysenate/committees/ucc/upload/Guidelines-for-New-Courses-and-Course-Changes-Oct-15.pdf).

This section also gathers information about any physical demands or situations association with participation that would vary significantly from what students would encounter on campus at OHIO (e.g. extensive walking, high altitudes).

**Program Logistics**

This section gathers information on many logistical aspects of the program. You will also find questions regarding the physical spaces in which academic content will be delivered. In some cases, a classroom or lecture hall may be appropriate; in others, local museums, businesses or parks might serve the program better.

Please be prepared to provide information on any excursions that will be offered throughout the program. You will also be asked where students will be housed and what meal arrangements will be in place.

Finally, you will be asked to indicate what types of transportation will be used to convey participants during the program and how these modes of transport will be vetted for safety. Please refer to the [Domestic programs driving guidelines](https://ohio.qualtrics.com/CP/File.php?F=F_3qpZPUEktp3ikyV) for additional information.

**Recruitment and Predeparture Logistics**

This section gathers information on the program’s target audience: how they will be recruited to the program and later prepared to participate through the program orientation.

Please be prepared to identify the population to be targeted through recruitment efforts. How large is the target audience, how will the program appeal to them, and how will you reach out to them about the opportunity? Additionally, how does the program you’re proposing differ from others currently being offered by OHIO?

**Health and Safety**

This section identifies areas of risk and how they will be mitigated and managed during the program.

Specific risks to be addressed are: medical/health, crime, environmental, technical and sociopolitical. Additionally, you will be asked to identify any water activities or extreme sports (e.g. bungee jumping, zip lining) that participants will be involved in. After identifying potential risks, you will be asked how they will be mitigated and how participants will be prepared to deal with them.

Please be prepared to provide addresses and phone numbers for health care facilities near the program site.

**Post Program Logistics**

This section gathers information on the reentry activities that will be organized, offered or suggested to participants to help assist and encourage them to integrate their study away experience into their personal life, study plan and career preparation. It also asks how participants will evaluate the program and associated courses after program conclusion.

**Program Budget**

Domestic programs can work under one of two financial and administrative models. They can either work with OGO under the full service model ([Full service overview](https://ohio.qualtrics.com/CP/File.php?F=F_43hZSLI345jXVL7)) or collaborate under the partial service model ([Partial service model](https://ohio.qualtrics.com/CP/File.php?F=F_9owf71M29z7ToTX)). Please confer with your college to decide which model is appropriate for your program.

If the program will be working under the full service model, please work with Lorinda Collins (collinL3@ohio.edu) to develop the program budget. Once completed, please upload the budget to the proposal.

If the program will be working under the partial service model, please upload the program budget. Please note that programs using the partial service model should budget $75 per student to cover the costs associated with application and centralized risk management.

**Supplemental Information**

Prior to submitting your application, you will have the opportunity to upload additional documentation that will allow the reviewing committee to make an informed decision about your submission. Supplemental information could range from resumes of non-OHIO teaching staff to course syllabi. Information should be compiled into one file prior to uploading.

**Proposal Submission**

Once your proposal is complete, please click the submit button at the end of the survey.

**Endorsements**

Before the Study Away Committee can review your proposal, it must be reviewed and endorsed by your department or school and dean.