Domestic Study Away Program Proposal

Q1 The proposal survey 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 will vary depending upon the information you provide. You can access a PDF of the complete survey at <a href="https://www.ohio.edu/global/goglobal/resources/faculty-directors.cfm">https://www.ohio.edu/global/goglobal/resources/faculty-directors.cfm</a>.<br> <br> If you need support at any point during your completion of the proposal survey, please contact Catherine Marshall, marshalc@ohio.edu.

Q2 <b>Program Quick View</b>

Q3 Program Quick View

Program Title

Duration (in weeks)

Tentative Dates

Frequency of offering

Location(s)

Minimum Participants

Maximum Participants

Q142 All programs must be screened prior to approval to ensure that they are in compliance with <a href="https://www.ohio.edu/instructional-innovation/state-authorization/">state authorization requirements</a>. If you have any questions regarding state authorization, please contact Kia Stone (stonek1@ohio.edu).<br /> <br /> Have you confirmed that the university has authorization to operate in the destination as per state authorization requirements?

* Yes
* No

Display This Question:

If All programs must be screened prior to approval to ensure that they are in compliance with state authorization requirements. If you have any questions regarding state authorization, please contact ... No Is Selected

Q143 Please work with Kia Stone to attain the appropriate state authorization for your planned program. This program cannot be approved until this authorization is in place.

Q4 Program Type (select all that apply).

* Classroom-based
* Clinical
* Community Engagement
* Field-based
* Studio-based
* Other

Display This Question:

If Program Type (select all that apply). Clinical Is Selected

Q5 Please describe the clinical experience you have planned and your on-site partners. Outline facility or state permissions program leadership and participants will be required to get and accreditation standards met as appropriate.

Display This Question:

If Program Type (select all that apply). Community Engagement Is Selected

Q6 Please describe the community engagement experience you have planned. Indicate who your on-site partners are, the community activities the group will be doing, and amount of time devoted to the activities.

Display This Question:

If Program Type (select all that apply). Other Is Selected

Q7 If other was selected, please describe the program type.

Q8 Will travel associated with this program overlap with regularly scheduled classes on campus?

* Yes
* No

Display This Question:

If Will travel associated with this program overlap with regularly scheduled classes on campus? Yes Is Selected

Q9 Please indicate the extent to which the program will overlap with regularly scheduled classes on campus, explain the reasoning for this overlap and outline the communication plan to faculty and staff impacted.

Q10 <strong>Eligibility Requirements Beyond Good Academic and Judicial Standing</strong><br> <br> All domestic study away participants are expected to be in good academic standing and to comply with the <a href="https://www.ohio.edu/global/goglobal/JudicialPolicy.cfm">Judicial Policy for Study Abroad and Domestic Study Away Programs</a>. Please indicate additional requirements for participation below (e.g. class standing, minimum GPA, course prerequisites).<br>

Q11 Are Undergraduate students eligible to participate?

* Yes
* No

If No Is Selected, Then Skip To Are Graduate students eligible to par...

Display This Question:

If Are Graduate students eligible to participate? Yes Is Selected

Q12 What is the minimum GPA requirement for undergraduate students?

Display This Question:

If Are Graduate students eligible to participate? Yes Is Selected

Q13 Please indicate the types of additional prerequisites for undergraduate students (select all that apply).

* Coursework
* Foreign Language
* Class Standing
* Other
* None

Display This Question:

If Please indicate the types of additional prerequisites for undergraduate students (select all that... Coursework Is Selected

Q14 Please list prerequisite coursework for undergraduate participants.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Display This Question:

If Please indicate the types of additional prerequisites for undergraduate students (select all that... Foreign Language Is Selected

Q15 Please describe the language prerequisite for undergraduates.

Display This Question:

If Please indicate the types of additional prerequisites for undergraduate students (select all that... Class Standing Is Selected

Q16 Please indicate class standing prerequisites.

* First Year
* Sophomore
* Junior
* Senior

Display This Question:

If Please indicate the types of additional prerequisites for undergraduate students (select all that... Other Is Selected

Q17 Please describe any additional prerequisites.

Q18 Are Graduate students eligible to participate?

* Yes
* No

If No Is Selected, Then Skip To Are Medical students eligible to part...

Display This Question:

If Please describe the language prerequisite for Graduates. Is Selected

Q19 Please indicate the types of additional prerequisites for Graduate students.

* Coursework
* Foreign Language
* Other
* None

Display This Question:

If Please indicate the types of additional prerequisites for Graduate students. Coursework Is Selected

Q20 Please list prerequisite coursework for Graduate participants.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Display This Question:

If Please indicate the types of additional prerequisites for Graduate students. Foreign Language Is Selected

Q21 Please describe the language prerequisite for Graduates.

Display This Question:

If Please indicate the types of additional prerequisites for Graduate students. Other Is Selected

Q22 Please describe any additional prerequisites.

Q23 Are Medical and/or Physician Assistant students eligible to participate?

* Yes
* No

If No Is Selected, Then Skip To Is program open to professionals, alu...

Display This Question:

If Are Medical and/or Physician Assistant students eligible to participate? Yes Is Selected

Q24 Please indicate the types of additional prerequisites for Medical and/or Physician Assistant students.

* Coursework
* Foreign Language
* Other
* None

Display This Question:

If Please indicate the types of additional prerequisites for Medical students. Coursework Is Selected

Q25 Please list prerequisite coursework for Medical and/or Physician Assistant students.

Prerequisite 1

Prerequisite 2

Prerequisite 3

Display This Question:

If Please indicate the types of additional prerequisites for Medical students. Foreign Language Is Selected

Q26 Please describe the language prerequisite for Medical and/or Physician Assistant students.

Display This Question:

If Please indicate the types of additional prerequisites for Medical students. Other Is Selected

Q27 Please describe any additional prerequisites.

Q28 Is program open to professionals, alumni or other non-OHIO student participants, including students attending other universities?

* Yes
* No

Display This Question:

If Is program open to professionals, alumni or other non-student participants? Yes Is Selected

Q29 Please explain eligibility requirements for non-OHIO student participants.

Display This Question:

If Is program open to professionals, alumni or other non-OHIO student participants? Yes Is Selected

Q30 Will non-OHIO student participants be required to register for course credit as part of their participation? Please note that regardless of course registration status, all participants are expected to be fully engaged with the program.

* Yes
* No

Q31 It is expected that most programs will be credit bearing, but there are circumstances in which a program may run without offering academic credit to participants. <div><br></div><div>Will the program run without offering academic credit to participants? <br><div><br></div><div><br></div></div>

* Yes
* No

Display This Question:

If In very limited circumstances, a program may offer a non-credit option for participants. Please note, this does not reduce the cost of participation.Will this program offer a non-credit option to p... Yes Is Selected

Q32 Please explain the reason for not offering academic credit to participants.

Q33 <strong>Program Staffing</strong><div> </div><div>All programs should have a director who acts as the program champion as well as academic and logistical lead. Some programs have two directors who share leadership responsibilities. This structure can be particularly helpful for larger, interdisciplinary programs. </div><div><br></div><div>Many programs utilize providers or on-site partners to facilitate logistics, student services and instruction during a program. Programs may additionally employ program assistants to provide support for both predeparture and on-site logistics and instructions. These additional staff members can be invaluable should the group be required to split up (e.g. in the case of a sick student, the co-director or program assistant stays with the student while the program director travels with the rest of the group on an excursion).</div><div><br></div><div>An alternate director must be identified for all programs. In the event that the program director is incapacitated or otherwise unable to travel with the group as planned, this individual will assume program leadership. The alternate program director does not need to travel with the group but must be on-call and available for the duration of the program.</div>

Q34 Program Director:

Name

Rank

Department

Email

Q35 It is expected that a study away program director will have some experience with the proposed location in order to best facilitate the experience for students. Directors with minimal or no experience on-site should have a plan to mitigate the lack of first-hand experience.

Q36 Does the program director have prior first-hand experience in the host location(s)?

* Yes
* No

Display This Question:

If Does the program director have prior first-hand experience in the host location(s)? No Is Selected

Q37 How will the program director mitigate the lack of first-hand experience in host location(s)?

Q40 <div>Will there be a co-director assisting with program leadership?</div>

* Yes
* No

Display This Question:

If Will there be a co-director assisting with program leadership? Yes Is Selected

Q41 Program Co-Director

Name

Rank

Department

Email

Q44 <strong>Alternate Program Director</strong>

Q45 Who will lead the program if the program director is unexpectedly unable to do so?

Name

Rank

Department

Email

Q46 Does the alternate program director have prior first-hand experience in the host location(s)?

* Yes
* No

Display This Question:

If Does the alternate program director have prior first-hand experience in the host location(s)? No Is Selected

Q47 How will alternate program director mitigate lack of first-hand experience in host location(s)?

Q50 <strong>Additional Support and On-Site Staff</strong>

Q51 <br><div><br></div><div>Below please provide information on the additional support and on-site staff to be employed for the program.</div>

Q52 Will this program be working with a program provider or on-site partner (e.g. third-party provider, partner university, travel organizer)?

* Yes
* No

Display This Question:

If Will this program be working with a program provider or on-site partner (e.g. domestic study away provider, partner university, travel organizer)? No Is Selected

Q53 If the program will not be working with a program provider or on-site partner, who will be responsible for managing logistics and other needed on-site support leading up to, during, and after the program?

Display This Question:

If Will this program be working with a program provider or on-site partner (e.g. domestic study away provider, partner university, travel organizer)? Yes Is Selected

Q54 Please indicate the program provider or on-site partner with which the program will be working.

Display This Question:

If Will this program be working with a program provider or on-site partner (e.g.&nbsp;study abroad provider, partner university, travel organizer)? Yes Is Selected

Q55 <i>Please note that program providers may need to be selected through a competitive bid process if not on the preferred custom provider list. Providers that can be utilized without an additional bid process are Amizade, Global Experiences, and IEP.</i>

Q56 Will this program require a program assistant or graduate assistant?

* Yes
* No

If No Is Selected, Then Skip To End of Block

Q57 How many assistants will be needed?<div><br></div>

Q58 Please describe the assistant's duties (e.g. program logistics, grading)

Q59 Will the program assistant be hired from OHIO or contracted from elsewhere?

* OHIO
* Outside Contract

Q60 Please describe how the program assistant will be selected.

Q61 <strong>Course Information</strong> <div><br /> For a listing of all active courses, please refer to the <a href="https://www.ohio.edu/registrar/mcf.cfm">Master Curriculum File</a>.</div> <div> </div>

Q62 How many courses will be offered on the program? Please enter your response as a number (e.g. 2).

Q63 What is the total number of credit hours to be taken by participants. Indicate if the total credit hours will vary for different populations (e.g. undergraduate vs graduate students)<div><br></div><div><br></div> <div><div><div> </div> </div> </div>

Q64 Outline how all contact hours associated with the course credit will be fulfilled? (e.g. class meetings for four hours/day over 10 days for a total of 40 contact hours plus five hours of site visits to local organizations. Three credits to be awarded.)<div><br></div><div>Please note that course credit for formal courses (e.g., lecture, seminar) is based on the number of contact hours. As a rule of thumb for formal undergraduate courses, one credit hour equals 15 contact hours. One credit of an undergraduate laboratory class equals 30-45 contact hours. In general graduate courses earn one credit hours per 10-15 contact hours.</div>

Q65 Please upload a draft itinerary of the program indicating course-related time, excursions, and free time.

Q66 Course Title as listed in the Master Curriculum File

Q67 Course Prefix and Number (e.g. SPAN 2010)

Q68 Instructor of Record

Q69 Credit Hours

Q70 Requirements met by successful completion of course (please select all that apply).

* Tier II
* Tier III or Capstone
* J-Comp
* major requirement
* major elective
* other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q71 <strong>Program Details</strong>

Q72 Please explain the connection between the course(s) to be offered and the program location.

Q73 How does the proposed program fit into the sponsoring unit's academic program and mission?

Q74 Please articulate 2-4 learning outcomes that you expect students to achieve upon completion of the program. Outcomes should be clearly stated with action verbs (e.g. Bloom's taxonomy), be clearly connected to program activities, and should be measurable through program assessments.

Q75 How will these outcomes be assessed?

Q76 Indicate any physical demands or situations associated with participation that would vary significantly from what students would encounter on campus at OHIO (select all that apply).

* extensive walking or standing
* high level of physical fitness
* heavy lifting
* extreme weather conditions
* water activities
* high altitude
* limited/no wifi or cell service
* other
* none

Display This Question:

If Indicate any physical demands or situations associated with participation that would vary signifi... other Is Selected

Q77 If "other" was selected, please provide an explanation of the additional physical demands or situations associated with participation.

Display This Question:

If Indicate any physical demands or situations associated with participation that would vary signifi... extensive walking or standing Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... high level of physical fitness Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... heavy lifting Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... extreme weather conditions Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... water activities Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... high altitude Is Selected

Or Indicate any physical demands or situations associated with participation that would vary signifi... other Is Selected

Q78 Must a participant be able to engage in these physical demands or situations in order to successfully meet learning objectives and successfully complete the coursework?

* Yes
* No

Q79 <b>Program Logistics</b>

Q82 It is expected that appropriate facilities will be available for academic content delivery. Where will instruction take place?

Q83 How will office hours be handled during the program?

Q84 Will excursions (day or overnight trips outside the program location) be offered?

* Yes
* No

Display This Question:

If Will excursions (day or overnight trips outside the program location) be offered? Yes Is Selected

Q85 Please describe all excursions and indicate how they connect with the academic focus and learning outcomes of the program.

Q86 Indicate housing arrangements being used during the program (select all that apply).

* hotel
* host family
* apartment
* camping
* dormitory
* hostel
* other

Display This Question:

If Indicate housing arrangements being used during the program (select all that apply). camping Is Selected

Q140 Please provide details regarding the camping that participants will be doing, including equipment needs and types of camping sites (e.g. established campgrounds, wilderness).

Display This Question:

If Indicate housing arrangements being used during the program (select all that apply). other Is Selected

Q87 If other was selected, please describe the housing arrangement.

Display This Question:

If Indicate housing arrangements being used during the program (select all that apply). host family Is Selected

Q88 Please outline guidelines for selection of families, review or placements and process for dealing with student or host family concerns.

Q89 How was housing selected and vetted?

Q90 Describe alternate housing that could be made available to students in the event of emergency or if a student needs to be moved.

Q91 Indicate meal arrangements for students for the duration of the program (check all that apply).

* full board
* partial board
* student responsibility with access to kitchen facilities
* student responsibility without access to kitchen facilities
* other

Display This Question:

If Indicate meal arrangements for students. other Is Selected

Q92 If other was selected, please describe the meal arrangements.

Q93 Will meal arrangements allow for reasonable accommodation of participants with dietary restrictions (e.g. allergies, vegetarian or vegan diets, religious reasons)?

* Yes
* No

Display This Question:

If Will meal arrangements allow for reasonable accommodation of participants with dietary restrictions (e.g. allergies, vegetarian or vegan diets, religious reasons)? No Is Selected

Q94 If no, please explain.

Q95 Indicate what type of academic support facilities will be available to participants (please select all that apply).

* library
* computer lab
* athletic facilities
* other
* none

Display This Question:

If Indicate what type of academic support facilities will be available to participants. other Is Selected

Q96 If other was selected, please describe the type of academic support facilities that will be available.

Q97 Indicate which means of transportation will be used to convey participants during the program (please select all that apply). Contact Transportation Services for a list of preferred providers.

* public transport
* rental car/university vehicle
* chartered bus
* boat
* taxi
* flight
* walking
* other
* participant's personal vehicle
* director or staff personal vehicle

Display This Question:

If Indicate which means of transportation will be used to convey participants during the program (pl... rental car/university vehicle Is Selected

Or Indicate which means of transportation will be used to convey participants during the program (pl... participant's personal vehicle Is Selected

Or Indicate which means of transportation will be used to convey participants during the program (pl... director or staff personal vehicle Is Selected

Q141 If program will rely on rental cars, university vehicles, or personal vehicles, please indicate who will be responsible for driving.<br> <br> Please refer to <strong>Office of Global Opportunities Domestic Programs Driving Policy and Best Practices</strong> for more information (<a href="https://ohio.qualtrics.com/CP/File.php?F=F\_3qpZPUEktp3ikyV" target="\_blank">Domestic programs driving guidelines</a>).

Display This Question:

If Indicate which means of transportation will be used to convey participants during the program (please select all that apply). Contact Transportation Services for a list of preferred providers. other Is Selected

Q98 If other was selected, please describe the type of transportation to be used.

Q99 Please indicate how transportation providers have been vetted.

Q100 <strong>Recruitment and Predeparture Logistics</strong>

Q101 What is the approximate size of the program's target audience based on all listed prerequisites?

Q102 Please explain how the above target audience size was determined.

Q103 Describe how the population will be targeted in recruitment efforts.

Q104 How will this program appeal to them academically and personally?

Q105 How does this program differ from others currently being offered by Ohio University? Are there synergies to be gained by combining with an existing program or program site?

Q106 Outline your recruitment plan below. How will you get the word out? Which key allies will assist you with recruitment? How will your department or school support recruitment? <div> </div> <div><em>Please note, while OGO can supply marketing materials (providing 3 weeks' notice) and access to recruitment events, data suggests that the majority of students participating in programs find out about opportunities directly from the program director or other faculty members.</em></div>

Q107 Do you have any commitments that will take you off campus for more than three weeks during your recruitment and predeparture preparation period?

* Yes
* No

Display This Question:

If Do you have any commitments that will take you off campus for more than three weeks during your recruitment and pre departure preparation period? Yes Is Selected

Q108 Please explain how recruitment and preparation for the program will continue in your absence.

Q109 Program orientations are expected to include health and safety information, as well as logistics and cultural and academic expectations. Please provide a brief outline of the topics to be covered during program-specific predeparture orientations.

Q110 How many sessions will be held?

Q111 How long will each orientation session be?

Q112 Who will conduct the orientations?

Q113 <b>Health and Safety</b>

Q116 Is there a CDC level 3 notice in place for the host location(s)? Access CDC notices at https://wwwnc.cdc.gov/travel/notices/.

* Yes
* No

Display This Question:

If Is there a CDC level 3 notice in place for the host location(s)? Access CDC notices at https://ww... Yes Is Selected

Q144 Please contact the Office of Global Opportunities to discuss how to proceed given the CDC level 3 notice.

Q119 Outline medical or health risks in the host location(s) such as vector-borne diseases, epidemics or unsafe drinking water.

Q120 Outline crime risks in the host location(s) such as pick-pocketing or petty theft.

Q121 Outline environmental risks in the host location(s) such as risk of natural disaster.

Q122 Outline technical risks in the host location(s) such as road safety issues or power failures.

Q124 Will program participants be involved in any water activities or extreme sports (e.g. bungee jumping, zip lining)?

* Yes
* No

Display This Question:

If Will program participants be involved in any water activities or extreme sports (e.g. bunny jumping or skydiving)? Yes Is Selected

Q125 Please describe the type of water activities or extreme sports participants will engage in and the safety protocols in place to mitigate risk.

Q126 Describe how the health and safety risks outlined above will be mitigated and how participants will be prepared to deal with them.

Q127 List health care facilities near the program site, including addresses and phone numbers.

Q128 <strong>Post Program Logistics</strong>

Q129 It is expected that program directors facilitate participant reflection and processing of the experience after the end of a program. <div><br></div><div>How will you assist and encourage participants to integrate their experience into their personal life, study plan and career preparation after the program (please select all that apply)?</div>

* program reunion
* participant presentations
* participant publications
* CLDC/OGO career workshop
* participant exhibit
* targeted interaction with local organizations
* reflective writing
* ongoing academic work
* other

Display This Question:

If It is expected that program directors facilitate participant reflection and processing of the exp... other Is Selected

Q130 Please describe additional reentry activities.

Q131 It is expected that participants will be provided the opportunity to evaluate both the program and the courses associated with it. How will participants conduct these assessments? Please select all that apply.

* individual course evaluations
* program evaluation provided by OGO
* reflection paper
* other

Display This Question:

If How will participants evaluate the program and course(s). Please select all that apply. other Is Selected

Q132 Please describe how participants will evaluate the program and course(s).

Q145 <b>Program Budget Upload</b>

Q133 <div>Domestic programs can work under one of two financial and administrative models. They can either work with OGO under the full service model (<a href="https://ohio.qualtrics.com/CP/File.php?F=F\_43hZSLI345jXVL7" target="\_blank">Full service overview</a>) or collaborate under the partial service model (<a href="https://ohio.qualtrics.com/CP/File.php?F=F\_9owf71M29z7ToTX" target="\_blank">Partial service model</a>). Please confer with your college to decide which model is appropriate for your program.</div> <div> </div> <div>If this 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.</div> <div> </div> <div>If this 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.</div>

Q134 If you have any additional relevant documents that would allow the reviewing committee to make an informed decision about this proposal, please upload it here. Please compile information into a single document before uploading.<div><br></div><div>If not, please continue to next screen to submit your proposal.</div>

Q135 Once your proposal is complete, please click the submit button below.