

Study Abroad Proposal Guidelines

Final Approval: June 5, 2017;

as amended May 10, 2018 for curriculum committee name change & study abroad personnel changes

Introduction:

Developing a study abroad program, short term (2 to 10 weeks) or semester-long, is a lengthy process that involves early discussions as well as timely completion of a detailed proposal form. The general recommendation is to **submit the proposal 12 months ahead** to allow state approval, development, recruitment and student preparation for the program. Discussion with the academic department and college should start beforehand for preapproval of the academic content. All faculty-led programs taught abroad need department and college approval, so it is best to begin discussion there.

Study Abroad College Contact:

Dr. Nikolaos Mykoniatis
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Process:

Step 1: Department and College Support

Faculty wishing to create a study abroad program should meet with their academic department head and Study Abroad College Contact to start the process.

The Study Abroad College Contact and the Study Abroad Programs Office staff can guide faculty in the course proposal process. Faculty are encouraged to visit with the Ms. Pascale Parker, Interim Director or Ms. Katy Lane, Associate Director (studyabroad@tamug.edu or 979.845.0544) for assistance and resources.

Step 2: Creating and Submitting a Proposal

- a) Complete the appropriate proposal form (see "Resources" below).
- b) Include a draft syllabus for each proposed course.
- c) Include a preliminary itinerary for the program, including any planned courses, field experiences, and other activities during the course or pre/post departure from the US.
- d) Include a CV no longer than two pages for each participating faculty member.

Once the proposal packet is compiled, submit to your academic Department Head. Assuming the proposal meets the department head's expectations, s/he will sign and send it to the Study Abroad College Contact for review and signature. At this point, the Study Abroad College Contact will review the packet and advise the Department Head if anything still needs to be addressed, clarified or is missing.

Should the Study Abroad College Contact find the packet in good order, s/he will sign and then forward it to:

- 1) The GV Committee Preparer UG for undergraduate courses for review by the Galveston Undergraduate Curriculum Committee (GV-UCC). [Click here](#) for a list of GV-UCC meeting dates; AND/OR*
- 2) The GV Committee Preparer GR for graduate courses for review by the Graduate Instructional Committee (GIC).

*Stacked courses must be sent to both GV-UCC and GIC.

Upon approval by the curriculum groups, it will route to the Office of Academic Affairs for the Chief Academic Officer's (college dean's) signature. The Executive Assistant to the CAO will return the signed packet to the Study Abroad College Contact. When the routing is complete with all required signatures, the Study Abroad College Contact will send to the Study Abroad Office, copying both the academic Department Head and the GV Committee Preparer UG and GV Committee Preparer GR for record keeping purposes.

Step 3: Once a Proposal is Approved by the College

Faculty may start planning programs abroad, working closely with the Study Abroad Programs Office to coordinate logistics, funding, and other administrative processes. Study Abroad Programs Office staff will initiate contact with the faculty once the approved proposal is sent to our office. This office will provide assistance throughout the many phases of development, implementation, and post-program activities as well as in emergency and crisis situations abroad.

New Course with Study Abroad - Timeline:

New courses to be added to our Galveston course inventory must route through the undergraduate and/or graduate curriculum processes and be approved for inclusion in the catalog for the academic year in which the study abroad course will be held. The new course review process is a minimum of 4 months time, so it must be approved by GV-UCC in the fall prior to effectiveness. For more information visit the [TAMUG Curriculum Approval Processes](#).

Since the curriculum process takes approximately 4 months, and the Study Abroad submission deadline is October 1 the year prior to a course being offered the next fall (for example), it is best to start your new course request in May/June the year prior. Note the study abroad timeline below and back each deadline up by at least 4 months to obtain the new course approval.

Should an academic department want to test a study abroad course prior to making it a formal course with an assigned number, a 289/489/689 Special Topics course can be created and taught twice before it must be submitted as a formal course through the appropriate curriculum process to continue offering the trip.

Once the course is fully approved, the study abroad deadlines shown in the timeline below still apply.

Reaffirmation or Existing Course Adding Study Abroad - Timeline:

Study Abroad reaffirmations must be submitted 10-12 months in advance of the trip abroad to allow state approval, development, recruitment and student preparation for the program.



For example, if you want to take a study abroad trip in the Summer of 2019, the deadline for submission to the Study Aboard College Contact is May 1, 2018. Then the college contact has one month to submit to the Study Abroad Office (June 1, 2018).

Semester	Internal Deadline to Submit to GV-UCC	Due to Study Abroad College Contact
Fall 2018	August 28, 2017	October 1, 2017
Spring 2019	January 29, 2018	March 1, 2018
Summer 2019	March 26, 2018	May 1, 2018
Fall 2019	August 27, 2018	October 1, 2018
Spring 2020	January 28, 2019	March 1, 2019
Summer 2020	March 25, 2019	May 1, 2019

For intercessional study abroad trips, please note that “winter break” is considered part of the Spring term and the May “mini-mester” is considered part of the Summer term. Study abroad proposals, which take the students away from campus during the semester for a week or more when their other classes are in session, will not be considered.

Exception: Maritime Transportation and Marine Engineering Technology and other license option degree programs’ training ship cruises are exempt from the 12 months in advance submission requirement. Each year, once the cruise(s) schedule is finalized and confirmed, the reaffirmation paperwork should be submitted noting the various port destinations.

Resources:

- Proposal templates for new and recurring programs:
 - [Study Abroad Proposal for New Programs](#)
 - [Study Abroad Proposal for Recurring Programs](#)
- [TAMUG Undergraduate Study Abroad Workflow](#)
- [THECB guidelines for study abroad courses](#)
- [Curricular Services](#)
- Study Abroad College Contact: Dr. Nikolaos Mykoniatis, 741-4012, mykonian@tamug.edu
- GV Committee Preparer UG: Meredith Zalesak, 741-4354, zalesakm@tamug.edu
- GV Committee Preparer GR: Nicole Kinslow, 740-4937, kinslown@tamug.edu
- Study Abroad Office Contacts, see next page.

Study Abroad Programs Office Contacts: TAMUG

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Pascale Parker

Jordan Threadgill

Exchanges

Katy Lane

Bianca Cusimano Danner

University-wide program advisors:

Asia (**Patrick**)

Australia/Pacific Islands (**Ilana**)

Europe (**Bianca**)

Latin America (**Ilana**)

College exchange advisor: **Patrick**

Field Trips & Student Groups

Katy Lane

**Internships, Research, Volunteer or
Conference**

Katy Lane

Transfer Credit Programs

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