



Division of Global Affairs

Education Abroad

EDUCATION ABROAD PROPOSAL FREQUENTLY ASKED QUESTIONS

PROPOSAL/PROGRAM PLANNING

How much planning time is typically needed to submit a quality faculty-led education abroad program proposal?

The ideal timeline for a faculty-led program often begins at least 6 months before the proposal is submitted. Faculty should take into account institutional needs, college-level priorities, ability to leverage international contacts, student audience, site visits, and programmatic components *before* submitting the proposal.

When should I do a site visit and is there site visit funding available?

It is a best practice to complete a site visit before offering a program in a new location. We recommend you discuss site visit funding opportunities with your individual departments/colleges. DGA will occasionally have limited discretionary site visit funding, but it is not always available and unfortunately cannot be relied on as an annual offering.

Do I need to have all of my documents ready before submitting the proposal?

The education abroad proposal form is completed online. The form contains detailed instructions for each section. The platform that is currently being used (Survey Monkey) does not have a save option. A working document has been created to allow submitters to work proposal and save their progress outside of the Survey Monkey form.

[Working Document for Faculty-Led New Program Proposal](#)

[Working Document for Faculty-Led Renewal Program Proposal](#)

Where are the forms for the proposal located?

A list of necessary documents and templates to assist in completing an education abroad faculty-led program proposal are included in the online proposal form [here](#).

Will I need departmental and/or college level approval to submit an education abroad program proposal?

Faculty directors must have their proposal reviewed and approved by their corresponding College Committee prior to proposal submission and approval. This is done via the "[College Level Education Abroad Academic Approval Form](#)". If an approving committee has not been identified prior to the proposal deadline, approval of the program's academic content should be acknowledged in the Department Chair or Dean's Letter of Support.

I am offering a faculty-led internship; do I still need to submit a proposal?

Yes, proposals are required for all faculty-led programs, including internships. However, faculty-led internships are exempt from the 55 program limit.

If I include community service abroad in my proposal - what is the advantage for the students?

Aside from the academic and personal benefits of an international service project, including service in your program allows the student to fulfill the Global Learning Scholarship service requirement abroad instead of

organizing individual service opportunities beforehand. For service abroad to count toward the Global Learning Scholarship requirement you must include the [Global Learning Scholarship Community Service Application](#) in your proposal. More information can be found at <http://gls.kennesaw.edu/>.

Can part-time faculty serve as faculty on an education abroad program?

There are four main criteria for part-time faculty to participate on education abroad programs, as determined by the Board of Regents:

- Part-time faculty cannot be the sole instructor of record; they can only serve as "Participating faculty"
- In the role of participating faculty, they can only teach the equivalent of 2 credit hours (5.5 standard hours worked)
- Additional hours for travel and course administration up to 19.25 standard hours per week is allowed.
- The maximum number of hours a part-time faculty can teach plus travel plus additional administrative duties while serving on a study abroad is 19.25 standard hours per week.

I really like my current provider/travel agent, why do I need three vendor quotes?

The Office of Finance and Accounting (OFA) has mandated a minimum of three (3) vendor quotes for airfare and lodging as part of our reporting and compliance standards. This ensures institutional financial compliance. More information regarding education abroad financial processes can be found on our [Finance Resources and Training](#) page.

I would like to take students abroad on my own. Is this allowed?

For risk management reasons, it is preferred that two faculty or two "persons of authority" travel with students on an education abroad program in case of faculty illness or emergencies whereby the faculty director is unable to perform in their role. However, it is allowable if there are 15 or fewer students **and** the faculty member has a partner in the host country who will take on the responsibility of the students while the Faculty Director is otherwise engaged. This requires the [Local Partner Support Agreement](#).

I have questions about my proposal, what should I do?

If you are a returning faculty member, you may contact your Program Coordinator from the previous year. New faculty may contact educationabroad@kennesaw.edu.

PROPOSAL REVIEW PROCESS

What happens if I submit after the deadline?

The education abroad program proposal deadline is **August 11th 2017 at 5pm**. At that time, we will immediately begin processing applications for committee review and are unable to accept late or incomplete applications. All programs that are late or incomplete will be asked to resubmit for the 2019 calendar year.

What constitutes an incomplete program proposal?

In order to be considered complete proposals must include:

- [Health & Safety Handout](#)- required for all programs
- Departmental/Dean Letter of Support - 1 per faculty member; required for all programs
- [College Level Education Abroad Academic Approval Form](#)- required for all new programs and program renewals that have added a new course or significantly changed the content of a course offering; faculty from colleges without a designated approval committee must have a letter of support addressing and approving the academic component of the proposed education abroad program
- [Faculty Director Responsibilities Agreement](#) - required for all new programs or new faculty

- [Participating Faculty and Staff Agreement](#)- 1 per participating faculty or staff on an education abroad program; required for all new programs or new participating faculty or staff
- [Local Partner Support Agreement Form](#)- required only for programs with a single faculty director (i.e. no participating faculty)
- [Physical Assessment Form](#) - required for all new programs and renewals with changes to physical aspects of the program. The goal of this form is to ensure that students are well informed of what is required of them while on your program, so they can make an advance decision regarding if this program is a good match for them, personally, in terms of physical requirements and conditions.

I already submitted my proposal, but it is not complete. Where can I send additional documents?

Additional documents can be sent to eaoproposals@kennesaw.edu prior to the 8/11/17 deadline.

Who decides which programs are approved within the 55 program limit and how are these decisions made?

College leadership and/or international committee designees are asked to prioritize their college’s education abroad programs based on individual college priorities as well as the [Criteria Reference Checklist](#), which was put in place in 2014 to review education abroad programs. The Education Abroad Faculty Standing Committee will meet on 8/18 to further refine priorities based on this checklist and will send any additional feedback to the colleges. Colleges will submit prioritizations to the committee and the committee will deliberate on 9/15 based on the previously determined criteria

Which faculty-led programs are not included in the 55 program limit?

USG consortium programs and programs that do not have a traditional education abroad program fee and utilize external funding sources to support their programs.

Who serves on the Education Abroad Faculty Standing Committee?

A list of committee members can be found on the DGA website [here](#).

ADDITIONAL QUESTIONS

I have students interested in my program, but the application is not yet live. What should I do?

We recommend starting interest sheet and collecting the student names KSU ID, email, and phone number. Once the program is approved and the program page is live, you can begin contacting students and encourage them to submit their application.

Who is my Program Coordinator and what are they responsible for?

The Director of Education Abroad & Exchanges will assign your Program Coordinator once your program is approved. The role of the Program Coordinator is as follows: *The **Education Abroad Program Coordinator (PC)** is responsible for managing a portfolio of The Division of Global Affairs’ education abroad programs to support the mission and objectives of the Education Abroad Office. Under the Direction of the Director of Education Abroad and Exchange Programs, the Program Coordinator manages a variety of international program models and an assigned portfolio of programs, faculty, and students with an emphasis on developing and growing DGA Education Abroad programming, focusing on program quality, and addressing risk management.*