



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 and general institutional risk management expectation to complete a site visit before offering an education abroad program to a location that is new for a Faculty Director. 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. You can complete your proposal application in one sitting, or you can work on your application periodically, saving your work at the end of each session and logging back into the application to resume where you left off.

#### **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](#). Proposal forms can also be found on the education abroad [Propose a Program](#) webpage under Program Proposal Documents and Resources.

#### **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. If an approving committee has not been identified prior to the proposal deadline, approval of the program's academic content should be acknowledged by faculty director's immediate supervisor in the [Faculty Director Responsibilities Agreement and College Approval Form](#).

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

### **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 [Global Learning Scholarship website](#).

### **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 Fiscal Services (OFS) 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 am having difficulties obtaining vendor quotes a year out. What should I do?**

If you are unable to get an estimate from your vendors due to requesting this information so far in advance, please feel free to use available information including the previous year's quotes (if you previously ran a program) and add a contingency of 5-10% to that item to account for fluctuations in price. You may utilize quotes directly from the vendor, a travel agent, or a consolidated travel company such as Expedia, etc.

### **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](mailto:educationabroad@kennesaw.edu).

## **PROPOSAL REVIEW PROCESS**

### **Why has the program proposal deadline changed?**

The deadline has changed to be consistent with best practices by other USG institutions. The University has made a number of policy and procedural changes that have a direct impact on how education abroad programs are administered. An earlier deadline allows for better internal controls so that compliance requirements are met and also provides more programmatic support. The deadline also increases program

recruitment time for faculty, allowing programs to be more successful and provides students with greater access to education abroad programs by providing earlier notification of open applications.

### **What happens if I submit after the deadline?**

The education abroad program proposal deadline is **April 2<sup>nd</sup> 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 following calendar year.

### **What constitutes an incomplete program proposal?**

In order to be considered complete proposals must include:

- [Health & Safety Handout](#)- required for all programs
- [Faculty Director Responsibilities Agreement and College Approval Form](#) - required for all new programs or new faculty
- [Participating Faculty and Staff Agreement and College Approval Form](#)- 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](mailto:eaoproposals@kennesaw.edu) prior to the April 2<sup>nd</sup> 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 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 based on the previously determined criteria. Prospective faculty directors can access the timeline for 2019 proposals [here](#).

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

USG consortium programs, international internships, 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 & Exchange Programs 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.

### **Who is my DGA Finance Manager and what are they responsible for?**

The Division of Global Affairs' Finance department will assign your education abroad program a Finance Manager to assist you with meeting the financial needs of your program. The Finance Manager will periodically send out financial email reminders to education abroad faculty to inform them of up-coming notices and deadlines. Finance Managers are responsible for meeting with faculty before program departure to discuss finance procedures and will also schedule post program meetings with faculty to facilitate the travel expense reconciliation process.