



## **Education Abroad Faculty-Led Proposal Frequently Asked Questions**

### ***Proposal Related Questions***

#### **Why are there different program proposal categories and how do I know which one applies to me?**

There are three faculty-led program proposal categories. They are 1) new proposal, 2) renewal for an existing proposal and 3) revision of a previously submitted proposal.

1. **New** education abroad faculty-led program proposal: This proposal is for first-time program directors and full-time faculty interested in creating a new education abroad faculty-led program. Program directors for all new education abroad faculty-led programs must first meet with the Director of Education Abroad & Exchange Programs prior to submitting their proposal.
2. **Renewal** for an existing education abroad faculty-led program: This proposal is for existing programs that were previously approved in 2014. This proposal is to be used if there have been no changes made to your program and applicants will be required to submit an updated itinerary, budget and health and safety form.
3. **Revision** of a previously submitted education abroad faculty-led program proposal: Please use this form if you have received notification requesting additional clarification from the Education Abroad Advisory Committee of the Faculty Senate regarding your new proposal or renewal submission.

#### **How long is the renewal process once I am initially approved?**

As of July 2014, new programs that are approved will receive approval status for three years. During this time, however, these programs will still need to complete a renewal form for every year in which the program will be held.

#### **Will previously approved programs be grandfathered in to the three year renewal rule?**

Only programs that were approved in 2014 or after are eligible to complete the renewal form submit the required documents. Although your program has already been approved, you still need to submit the abridged renewal form every year until your three year approval status has expired. At that time, you will submit a new proposal form.

#### **Why do I have to complete a renewal form and submit supporting documents when there have been no changes made to my program?**

Although the main aspects of your program stay the same, you should submit your updated documents each year. The renewal form asks for general program information to ensure that there have no major changes have taken place since your original submission. Program proposals are submitted a year in advance of program departures and during that time there may be pricing changes with your vendors; health and safety revisions based on new developments; or you have decided to make slight changes in your itinerary. All program changes need to be recorded so that the Education Abroad Office will have the most accurate program information.



**I would like to make changes to my program, but I am unsure which proposal form to submit. Which form should I use?**

If you have made significant changes to your program such as adding or changing locations, offering new courses, significantly changing your program dates; and or replacing all faculty members, a new proposal should be submitted.

If you are implementing minor changes that do not have a significant impact on the program such as minor date changes, service learning activity, or field trips, a renewal form will need to be completed.

**Who can submit the program proposal?**

The program director.

**Are programs allowed to have co-directors?**

Yes, you can have co-directors on a program but only one of the directors can submit the proposal.

**When is the new deadline? Does this change the fall deadline?**

The submission deadline for all programs is now August 1<sup>st</sup> at 5pm. This is the deadline for any program taking place the following calendar year.

**Who needs to be notified that I am submitting a proposal?**

All program directors should meet and receive the approval of their college's International Committee or Global Engagement Committee representative prior to proposing a faculty-led education abroad program. Those interested in directing a faculty-led education abroad program should also meet with the Director of Education Abroad & Exchanges prior to proposing a new program.

**When do I need to submit my proposal to my international committee?**

Faculty-led education abroad program proposals are not required to be approved on a specific timeline outside of the Education Abroad committee—it should be whatever system your college/committee dynamics within your college supports. Please reach out to your college's International Committee or your Global Engagement Committee representative for further information. The deadline for the Education Abroad Committee (final approval) is August 1st at 5pm.

**Since proposals must go through the international committee, do proposals still require the letters of support from the Department Chair or Dean (in case the applicant is a Chair)?**

Yes.

**Do I submit syllabi?**

You do not need to submit syllabi as a part of your program proposal submission, however in the proposal you will be asked to acknowledge that all syllabi you will utilize as a part of your program has gone through the proper approval channels.



**Am I still responsible for submitting contact hours?**

You do not need to submit contact hours as a part of your program proposal submission, however in the proposal you will be asked to acknowledge that your program will adhere to the USG Board of Regents guidelines and requirements surrounding contact hours.

**What is the contact hour requirement?**

The USG Board of Regents requires 37.5 contact hours for every 3 credit hour course, following the standard of campus classroom hours.

**Where can I find exemplars to assist me with building these components?**

Please visit the Sample Documents & Resources section on the Education Abroad website located at <http://dga.kennesaw.edu/educationabroad/faculty/propose>

**What if I select “I Do Not Acknowledge” as my response for an acknowledgement?**

You will still be able to submit your proposal, however, failure to adhere to Education Abroad Office policies may impact your proposal consideration or approval.

***System Related Questions***

**What is the difference between the “save” and “save and continue later” options?**

The “save” option allows you to periodically save your work while you are continuing to work on your submission. The “save and continue later” option allows you to save your work and pick up where you left off at your last session. Once you click on the “save and continue later” option, you will be directed to a page that will provide you with a link to access your proposal which you will use when you are ready to continue working on your submission. You will be asked for your email address and once you click on the “email me this link” button, you will receive an email your personal proposal link.

**If I use the “save and continue later” option multiple times, will I receive the same link?**

Yes.

**How do I differentiate between required and not required questions?**

If you fail to provide a response for a required question, when you attempt to proceed to the next section you will be directed to check your answers below and to correct them before continuing. The specific items that you have missed will also be highlighted.