GENERAL PROGRAM DETAILS

Program Title:

Course Title and Course Code at US Institution:

Credit Hours Offered at US Institution:

Proposed Host Country (Note: It is not possible for TEAN to arrange travel to countries for which a State Department travel warning exists.):

Proposed Begin/End Dates of Program:

Preferred/target cost of program as billed by TEAN per student (without airfare and additional home university expenses)

Why have you chosen this particular location for this particular course?

Has this program been approved by your host university/college? If no, when do you anticipate approval?

Is this course stand-alone or embedded in a course taught on-campus?

Is this a one-time program or do you anticipate it being offered annually?

Is this a new program or a repeat program? If a repeat program, please provide details on the previous program including year, number of participants, cost, anticipated changes, and a sample itinerary.

FACULTY-LED CUSTOMIZED QUESTIONNAIRE

ABOUT TEAN

At The Education Abroad Network, we love helping students make “studying abroad a reality.” We’ve been running study-based programs in the South Pacific and Pacific Rim since 1995, and while we certainly have grown, we still are a relatively small, boutique organization that is responsive and flexible to the needs of students. With our programs you will receive individualized pre-departure consultation, qualified and experienced on-site resident directors and high-quality accommodations, as well as a range of exclusive program options designed to promote integration into your host culture. The Education Abroad Network is prepared to make your experience abroad the most amazing adventure of your life.
ACADEMIC FRAMEWORK

LEARNING OUTCOME OBJECTIVES
Please list the learning outcome objectives for this program (we will also use these objectives when approaching partners in the program location. Example: Students will explain how Thailand’s political system, Buddhist religion, and geographic location have influenced its economic performance).

1. __________________________________________________________________________________________________________
2. __________________________________________________________________________________________________________
3. __________________________________________________________________________________________________________
4. __________________________________________________________________________________________________________
5. __________________________________________________________________________________________________________

Please attach course syllabi (even in draft form, if final syllabus is not yet available).

PROGRAM OBJECTIVES

How will these objectives be assessed? (Ideas can be found here: Formal Learning, Informal Learning, & Non-Formal Learning)

Please list non-academic program objectives. (Example: At the conclusion of the program, students will develop self-awareness; adapt to cross-cultural situations; consider future international study abroad and/or travel opportunities; etc.)

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

What is the target student’s academic background and how will they benefit academically from completing the program abroad?

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

FACULTY BACKGROUND

Total number of faculty/staff on program: ____________________________________________________________

Has the faculty member(s) led previous programs abroad before? ________________________________________________

What qualifications does the faculty member have to lead such a program and the specific course being taught? ______________________

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

Do you require any training for faculty leaders?

Please list any known field trips, industry visits, cultural activities, etc. that you want incorporated in the program. Please detail any local connections that you may already have.

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
Who will be providing the academic content of the course?
- Program Leader Only
- Guest Lecturers/Industry Specialists Only
- Combination of Program Leader and Guest Speakers

Please indicate what type of transportation is preferred for your program:
- Private Coaches Only
- Public Transport Only (besides airport arrival/departure transfers)
- Combination of Private Coaches/Public Transport
- Other (please specify): ________________________________

Where do you anticipate academic content delivery to occur (check all that apply)?
- Classroom setting in university campus
- Conference room setting
- On-Site (Field Trips, Industry Visits, etc.)
- Home University Instruction (Pre- or Post-program)

If conference room or classroom setting is preferred, please indicate requirements:
- Number of days requiring lecture/classroom space: ________________________________________________
- Hours per day requiring lecture/classroom space: ________________________________________________
- A/V setup required? If yes, please list requirements: _____________________________________________

How do you envision out-of-classroom activities to be integrated with in-class work?
__________________________________________________________________________________________
__________________________________________________________________________________________

What feedback will students receive throughout the program regarding their class work and exams?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

PROGRAM RECRUITMENT

Estimated number of participants for this program from your university/college: _________________________

Do you have university-mandated minimum/maximum numbers for the program? If so, please indicate these numbers.
(a) Minimum: ______________ (b) Maximum: ______________ (c) 1 faculty for every _____________ students

Please outline your recruitment strategy to meet minimum student numbers. __________________________________________

Would you like The Education Abroad Network to promote this program to other universities and colleges? (Note: TEAN is not responsible for meeting recruitment goals.) If yes, how many students would you be willing to accept? _________________________________
STUDENT PREPARATION & SUPPORT

Do you require TEAN to help provide pre-departure materials?

Do you plan on running an on-campus pre-departure session?

Is attendance a requirement to participate on the program?

Please outline any additional pre-departure information provided to student including program requirements, living and travel arrangements, safety and health considerations, and other expenses.

What pre-departure information is provided to parents and guardians?

What are the student and faculty disciplinary codes and processes and how are all participants made aware of these expectations?

What is the US institution’s process for decisions about code of conduct violations?

Are students required to have health and repatriation insurance to complete the program? Is this organized by the US institution or will students be purchasing individually?

Upon return, how will students be encouraged to share their experiences with other students at their home institution? What opportunities are available to discuss their time abroad?

PROGRAM LOGISTICS

Please indicate which items of the following need to be factored into TEAN’s pricing

(Note: All programs include accommodations, select meals, domestic ground transport, program activities):

- International Flights
- Internal Flights
- Tuition
- University contingency fee (please indicate amount below)
- Internet
- Visa Fees (Australia only)
- Insurance
- Tipping Fund
- Lecturer Honoraria Fund
- Other (please specify): ________________________________
Please indicate which faculty expenses will need to be absorbed by students:

- Accommodation
- Meals included with program (same as students)
- Per diem meal allowance (in excess of those provided for students)
- Laundry/incidentals
- Mobile Phone
- Internet
- International Flights
- Internal Flights
- Travel to/from airport in USA
- Home Institution Salary
- Insurance
- Other (please specify): ____________________________________________________

If there is more than one faculty member and/or a student assistant on the program, will all costs be covered for the second leader/assistant as outlined above?

__________________________________________________________________________

What are your expectations and requirements for in-country staff and representatives?

Check all that apply:

- Unsure
- With the group 24/7 each day of the program
- Available on call to troubleshoot logistical issues and general questions
- With the group on select days (e.g. arrival day, field visits)

Will you require TEAN to arrange international and/or domestic flights for the group?

- Yes, international only
- Yes, international and domestic (within destination)
- No

If you require TEAN to research group flight options, please indicate the preferred departure city.

__________________________________________________________________________

If TEAN is not arranging flights, will flights be arranged through the home institution or will students be making their own travel arrangements?

- Home Institution
- Independent Arrangements
Preferred Accommodations:
- Hotel
- Serviced Apartments
- Student Residence Halls
- Hostels (Backpacker-style Accommodations)

Do you require internet access within accommodations for?
- Faculty
- Students

Please indicate which meal options you prefer (Note: Housing arrangements will dictate availability of breakfasts provided.):
- All Meals (Breakfast, Lunch, Dinner for entire program) --- not recommended due to expense and logistics
- Breakfast (All Days)
- Lunches and Dinners (as part of group activities; flexible with total number of meals)
- Lunches and Dinners (specific number of group meals to be included)
- Other (please specify): ____________________________________________

PROPOSAL PRESENTATION & FINAL AGREEMENT

Please indicate the following deadlines for your home institution:
- Preliminary Proposal with Initial Budget: ________________________________
- Final Budget: _______________________________________________________
- Period of Application Acceptance for Students: __________________________
- Final Deadline for Program to Run: _________________________________
- Final Invoice from TEAN: __________________________________________

Will a formal contract be required to finalize the program arrangements? __________________________________________________________________________________________

For most proposals, TEAN will quote the final price in local currency (i.e. Australian dollars, Chinese Renminbi). How will the US institution quote the cost to students and account for potential price increases? __________________________________________________________________________________________

Please provide contact details for the person responsible for invoicing inquiries. ____________________________________________

Please indicate all individuals that should be copied in on correspondence regarding the program, which may include faculty members, department heads, study abroad office personnel, etc. ____________________________________________

___________________________________________________________________________________________________________

___________________________________________________________________________________________________________

POST-PROGRAM EVALUATIONS

TEAN will provide a final evaluation of the program for faculty members (unless administered by the home university). TEAN can similarly administer student surveys, as required. Does your institution have procedures in place for post-program evaluations?
- Faculty [ ]
- Students [ ]