

FACULTY-LED CUSTOMIZED QUESTIONNAIRE

Please note that The Education Abroad Network employs the use of the 'Standards of Good Practice for Short-Term Education Abroad Programs' in the development and execution of short-term programs. As such, please take time to thoughtfully respond to the questions below.

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. _____

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.

CUSTOMIZED PROGRAMS

AUSTRALIA
CHINA
NEW ZEALAND
SOUTHEAST ASIA

WWW.EDUCATIONABROADNETWORK.COM



COURTNEY HYNEK
TEXAS A&M UNIVERSITY,
INDUSTRIAL ENGINEERING

Australia is a great place for engineering majors because the Aussies speak English and have a lot of great engineering schools! Studying abroad as an engineering major is a great thing to do. Many of the companies I am currently interviewing with look at my experience in Australia as a huge plus because I often will have to consult with people from diverse backgrounds. My experience out of my comfort zone helped me be more comfortable in that area!

EXPLORE FURTHER

The EDUCATION ABROAD Network

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Email:

info@educationabroadnetwork.org

www.EducationAbroadNetwork.org

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WWW.FACEBOOK.COM/EDUCATIONABROADNETWORK

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.

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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

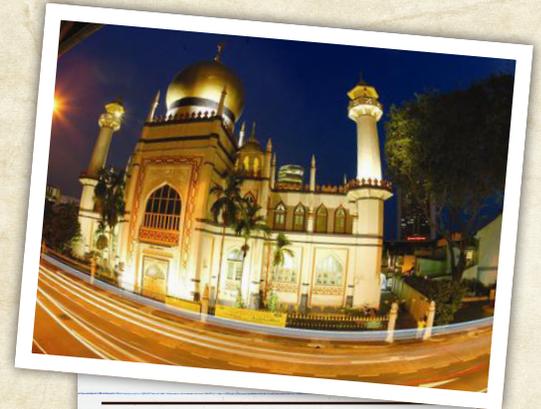
Estimated number of participants for this program from your university/college: _____

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? _____



KATRINA FINGERSON

UNIVERSITY OF WISCONSIN
(MALAYSIA AND SINGAPORE, WINTER 2013)

"My personal expectations were to engage with local communities, reflect on myself, my experiences and different cultures, and to become more independent. I feel like I was able to accomplish these goals."

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): _____

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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)

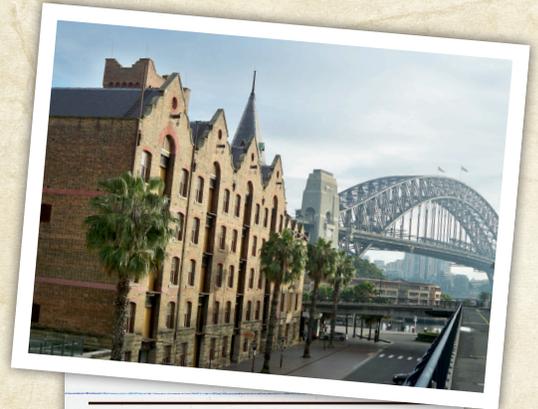
Will you require TEAN to arrange international and/or domestic flights for the group?

- 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



JAMES KAMINSKY
AUBURN UNIVERSITY,
(AUSTRALIA 2011, 2012, & 2013)

"When 'Exceeds all my expectations!' fails to describe an international study-abroad experience you know something was very, very, very right. Our international experience was marked by superb support from Education Abroad Network professionals, worldly accommodation, marvelous food, and an orientation program that left one feeling at home in Sydney and with a deep affection for Australia. In addition, our immersion field experience within the New South Wales Department of Education was flawlessly organized and executed. By the time we returned to the United States every member of the experience felt they shared an experience, personal and professional, that they would remember for the rest of their lives."

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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