**THECB Content Requirements: Study Abroad/Study In-America (Fall 2023 Review)**

**College/Department:** XXXXXXXXXXXXXXXXX
**Travel Location:** XXXXXXXXXXXXXXXXX
**Abroad:** XXXXXXXXXXXXXXXXX
**Main Campus**: XXXXXXXXXXXXXXXXX
**Proposed Course:** XXXXXXXXXXXXXXXXX **Faculty:** XXXXXXXXXXXXXXXXX

 Green: No revisions needed Yellow: Needs Revision

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| **Requested Content Areas: OAPA Requirements**  | **Not Present** | **Present:** **Needs Revisions** | **Present:****No Revisions Needed** | **Notes** |
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***Notes:***

**\*Approved by APPD Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 ***Notes:***

**\*Approved by OIP Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THECB Content Requirements: Study Abroad/Study In-America**

1Provide the primary cities/countries or cities/states. THECB requires that all program locations are identified.

2 Ensure program is within established SHSU semester (Mini-session, Summer I, Summer II, 10-Week, Fall, Spring). An early start or a late completion date of 1 or 2 days is permissible. Please note, however, if a late program completion date impacts grade posting, the students must be informed, and the late grade posting information must be included in the course syllabus.

3 Ensure provided dates fall within SHSU established semester identified, and the dates are synonymous with the Syllabus and/or Itinerary.
 4Include dates of instruction on campus at SHSU, excluding orientation dates. Dates of instruction **cannot** rely solely on intensive instruction. If the program is not currently a weekend structured program, weekends cannot be used for instruction.

5Provide the published course prefix, number, and title. Course prefix, number, and title must match the published course listing in the Catalog exactly. Course a) must be currently in the SHSU Course Inventory Course; b) **cannot be** currently in the curriculum review/approval process; and c) **cannot be** offered in online mode of delivery.

6Provide the published course description. (Course description must match the published course description in the catalog exactly; however, a secondary course description **can be added** that provides content specific to the study abroad format of the course).

7Provide the specific course requirements needed for each course and the program as a whole. (Requirements **must include** the published course prerequisites, co-requisites, and/or restrictions; however, additional requirements **can be added**, such as by departmental approval, must be sophomore level or above, etc.).

8Provide the name of the instructor who will be teaching the course abroad. (Team teaching of study abroad courses require the Provost’s approval and will result in the two instructors splitting the teaching load).

9Provide both the SHSU semester credit hours and the contact hours. (For each 1 week abroad, 1 semester credit hour can be given, therefore must equate to 15 instructional contact hours).

10Provide the student learning outcomes. (Learning outcomes must be assessable, should be consistent with the same course taught at the SHSU campus, and should include action verbs (See, Bloom’s Taxonomy).

11Provide detail as to how the stated student learning outcomes will be assessed. Include weight of each assignment. (Assessment tools of a study abroad course should be similar to assessment tools used for the same course taught on SHSU campus).

12Provide the rationale for teaching the course at the abroad location versus the SHSU campus. (Rationale should include benefits of and/or enhancements to the educational experience/learning outcomes).

13Provide projected number of participants. (SHSU minimum enrollment standards apply: 10 Undergraduate / 5 Graduate).

14Course content on course syllabus must match content provided in the Study Abroad proposal.

15Course itinerary must match content provided in the Study Abroad proposal. Ensure the learning activities/lectures/seminars that the group will participate in are related to course learning objectives. Student activities/experiences **should have** a direct correlation with course learning objectives. (Activities/experiences that **do not have** a direct correlation with course learning objectives are considered sightseeing opportunities and **are not** included in the contact hour calculation).

**Office of International Programs Content Requirements:**

16Describe the program. Include the purpose of the trip and how it relates to the coursework, cultural activities that will be included, field trips, housing arrangements, and any other information that will attract students to your trip. This should be 3-4 sentences long. Should highlight the academic content of the program.

17List cultural immersion opportunities in the program. Might include host family stays, service learning, leisurely activities, internships, etc. Do not write See syllabus/itinerary.

18Describe any health and safety and/or accessibility concerns and how those will be addressed, as they relate to the outdoor activities.

19Describe pre-departure and on-site orientation plan (not counted towards contact hours). All programs must include at least one pre-departure orientation. Describe how students will be able to reflect on their time abroad.

 20Describe how logistical program arrangements will be made and who will make the arrangements.

21Include if students from other institutions are allowed to participate in the program, the minimum number of students needed to cover costs (cannot be less than 10), financial contingency plans if program goes over budget, if can other departments/colleges use the same provider/location to develop programs, and if any similar programs are offered through SHSU.

22Describe any health considerations, if students will need a visa and what arrangements can been made for students with learning and/or physical disabilities. Department of State’s Travel Advisory Level and Risk Indicators for the destination must be listed.

23List contact information for SHSU faculty/staff, and in-country contacts when available.

24Program budget must be included and reasonable. When available quote/contract from provider should be submitted.

25Other concerns.