

## Study Abroad Approval Process Advisory Notes for VSU's Faculty-Led Programs

Center for International Programs

Valdosta State University (VSU) is committed to providing administrative, financial, and budgetary assistance to faculty-led study abroad programs. The Study Abroad Approval Advisory for Faculty-Led Programs is intended to direct faculty through the academic and budget processes to obtain official approval of their program.

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## Faculty Led Study Abroad Program Approval Form Instructions

### A. Program Details:

1. Proposed Program Name:
2. Program Director Name and Contact Information (address/phone/email/sponsoring department):
  - a. Co-Director/Faculty Contact Information (if applicable):
3. Provide a detailed narrative of the proposed program:
  - a. Include the program's curricular goals, educational objectives, and how this program fits within the mission of Valdosta State University.
  - b. Do not forget to include a title IX statement.
4. Cities and Country/Countries:
  - a. List Cities and Country/Countries you plan to visit with contact addresses and telephones;
  - b. At what academic institution abroad will the program take place, if any;
  - c. Describe the appropriateness of the program to the site chosen, and how it was evaluated.
5. Term and estimated dates for offering of this program.

### B. Rationale

6. What is the academic rationale for conducting this program abroad? How will the program enrich the academic curriculum, service, and global exposure for your students?
7. What evidence is there of VSU student demand/need for this program?
8. What is the director's experience in this country or leading a study abroad program?

### C. Academic Framework and Delivery

9. Anticipated courses you plan to offer (title/number/credit hours/instructor/prerequisites) WTd [(pla)5.8 (n)]TJ /C2\_0 1 Tf 003>T

## D. Orientation Programming

All students are required to participate in programs specific Pre Departure Orientation.

18. Describe any pre departure orientation sessions you will conduct specific to this program.
  - a. How many sessions proposed dates; who will conduct them; content.
19. Describe the on site orientation
  - a. Who will conduct them; content.
  - b. Differentiate between academic preparation and those orientations focused on logistics.

## E. Health, Security and Safety

Review the Country Specific information for the program's destination(s) on the [U.S. Department of State](#) website and the Traveler's Health information on the [Centers for Disease Control and Prevention website](#) and respond accordingly. CI requires that all student participants be registered in the [Smart Traveler's Enrollment Program](#). *Please note, programs involving travel in a country for which the U.S. State Department has issued a travel warning are not allowed.*

All faculty directors and instructors will be required to participate in risk management training, which is offered during the Spring semester (usually early March) and includes expert speakers from many units on campus who address academic dishonesty, health and safety, crime and security, legal matters, insurance, student behavior and other vital topics.

20. What safety and security considerations did you take into account when planning the program?  
*Note: Detailed information regarding medical facilities/providers and contact information for all overnight stays will be required to complete the [Destination Details](#). Destination details are to be submitted one month prior to departure.*
21. Contingency: If only one faculty member is participating in the trip, outline a contingency plan in the event of an emergency (i.e. if program director is incapacitated who will cover her/his duties on the program?).



## Destination Description

*To be completed **one month** prior to departure*

Name of Program: [*Official Name of Study Abroad Program*]

Location: [*Enter Cities/Countries*]

Program Dates: [*Program Dates*]

[Country] Specific Information	
U.S. State Department Travel Information for [Country]	<a href="#">Copy Country Specific Link</a>
Current U.S. State Department Worldwide Cautions	<a href="http://travel.state.gov/content/passports/english/alertswarnings/worldwide_caution.html">http://travel.state.gov/content/passports/english/alertswarnings/worldwide_caution.html</a>
Centers for Disease Control (CDC) Traveler's Health	<a href="http://wwwnc.cdc.gov/travel">http://wwwnc.cdc.gov/travel</a>
Emergency Phone Numbers in [Country]	Police: Fire: Ambulance:
United States Embassy in [Country]	U.S. Embassy Address: Telephone dialing in country: Telephone dialing from U.S.: 011 r After hour telephone number: Website:
U.S. State Department Student Smart Traveler Enrollment Program	Registration into the STEP program allows for the U.S. Embassy to contact American Citizens/U.S. nationals abroad in case of an emergency. Capstone International Academic Programs will register all students participating in a UA faculty led program in the STEP program. <a href="https://step.state.gov/step/">https://step.state.gov/step/</a>
Valdosta State University/Staff Information Overseas	
Contact Information for Program Director	Program Director: U.S. Address: U.S. Telephone: Email:  While Abroad Address: Telephone dialing in country: Telephone dialing from U.S.: 011 r Cell phone in country: Cell phone from U.S.: Email:
Contact Information for Faculty Member	Faculty: U.S. Address: U.S. Telephone: Email:  While Abroad Address: Telephone dialing in country: Telephone dialing from U.S.: 011 r Cell phone in country: Cell phone from U.S.: Email:
Contact Information for Teaching Assistant	Teaching Assistant:

	U.S.Address: U.S.Telephone: Email:  While Abroad Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Cellphone in country: Cellphone from U.S.: Email:
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**[Location] Specific Information**

Accommodations (Hotels, Hostels, etc.)  <i>Contact information should be included for all overnight stays.</i>	Name: Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Website: Arrival and departure dates:  Name: Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Website: Arrival and departure dates:  Name: Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Website: Arrival and departure dates:  Name: Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Website: Arrival and departure dates:
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Medical Facilities in [Country]	Name: English speaking Physician: Address: Telephone dialing in country: Telephone dialing from U.S.:011 r Website:
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**Valdosta State University Center for International Programs**

In the event of an emergency and if a student is unable to contact their program director/faculty overseas please contact the Center for International Academic Programs office. During office hours (M-F 8:00am - 4:45pm EST) call 01 229 333 7410 and request to speak to the Director or Assistant Director. If you need to reach the office after hours, please call the VSU 24 hour number at 01 229 333 7816 (VSU Police).