

Global Education Proposal & Application

Global Education Proposal & Application for Program Support

College of Education and Human Development



TEXAS A&M UNIVERSITY

Education &

Human Development

Submit the completed proposal and required attachments (see checklist) to the CEHD Global Education Program Coordinator by the deadline below.

Short-Term Group Trips (more than 50% of the course is taught on campus)

Fall term experiences: December 1 Spring term experiences: June 1 Summer term experiences: October 1

Faculty-led Trips (more than 50% of the course is taught overseas)

Fall term experiences: October 1 Spring term experiences: March 1 Summer term experiences: May 1

All experiences are required to have two CEHD faculty/staff leaders and a minimum enrollment of 10 students for undergraduate courses; courses open to both undergraduate and graduate students, and stacked enrollment courses; or a minimum enrollment of eight students for graduate only courses.

- The College offers faculty and students support to aid in the success of global education programs. Specifically:
 - CEHD will cover the program cost for one CEHD faculty/staff leader.
 - Second, CEHD faculty/staff leader's travel expenses will need to:
 - be covered in student fees; or
 - be picked up by the department.
 - Third, CEHD faculty/staff member may be considered for funding by CEHD \$1500 if the program has at least 35 student participants. This cost would need to be submitted with this application.
 - All faculty/staff members who are traveling with the group must be submitted to the Global Education Coordinator either on this application or at least one month before departure.
- No graduate students or undergraduate students may be taken on the trip as a trip leader, regardless of how their trip is being paid. Other students' fees for the global education trip will not pay for a graduate or undergraduate student's trip cost.
- CEHD supports students through program support funding. These funds are provided directly to the programs, thereby lessening the fees and other costs students might pay. This support ranges:
 - up to \$500 per student for domestic field trips;
 - up to \$1000 per student for international short-term group trips (more than half of the course is taught on campus); and
 - up to \$2000 per student for faculty led trips (more than half of the course is taught overseas).

Note:

- Each participating student of a CEHD global education program is required to complete a reflection concentrating on the travel experience portion of the course. (Reflection guidelines will be provided separately.)
- Faculty members cannot re-open a program: 1) after the college deadline or 2) if the program has been cancelled, without express review and permission by the College Global Education Committee and the Dean.
- Faculty members are required to work through the CEHD Global Education Coordinator on all issues pertaining to: enrollment, budgeting, billing, travel, third party vendor recruitment and selection, and other trip aspects that may rise.

PROGRAM LEADER

Faculty of record for the course(s) associated with the trip

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Other CEHD Faculty/Staff members participating on the trip

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Dependents, extended family members, and acquaintances of CEHD faculty/staff travelling

Name: _____ Relationship: _____ Name: _____ Relationship: _____

Minors under the age of 15 travelling must provide a caretaker

Name: _____ Age: _____ Caretaker Name: _____

PROGRAM INFORMATION

Program Name:

_____A&M_____

(A&M Country/Location: Name of Program)

Dates of Travel: _____

Term:

Location(s) of experience:

(Include ALL cities and countries or states)

Course Title(s) and Number(s):

Estimated Number of Student Participants: _____

Estimated Number of Student Leaders:

Estimated Number of GAs or TAs: _____

Estimated Number of Faculty/Staff

Participants: _____

PROPOSAL

The proposal for Global Education Programs should address the following items:

1. To what degree is the trip associated with high-impact learning experiences for the students?
High-impact learning experiences provide students with opportunity to: 1) apply, integrate, and synthesize knowledge from curricular and co-curricular experiences, 2) have diverse interactions with those different from self, 3) invest time and effort in purposeful tasks that result in learning, 4) express awareness of individual impacts of experience to self, others, and the larger world, and 5) interact with faculty, peers, and staff/advisors about substantive matters over extended periods of time.
2. How does the location enhance high impact learning?
3. How the proposed program enhances students' career benefits and lifelong learning?
Lifelong learning refers to "purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence" (Lifelong Learning Value Rubric).
4. How the proposed program supports and facilitates the development of intercultural knowledge, diversity, equity, and access?
Consider what detail the program provides students opportunity to enhance self-awareness through examining one's own cultural rules, norms, and biases. How do programs intentionally expose students' different cultural worldviews, modes of communication, and other interactions.

Are there any known risks associated with the academic program you are planning abroad? _____

Yes ___ No

(Please identify the risks, describe how they will be addressed on a separate page, and attach to this application.)

Is there any additional information you would like to include about your program? (If so, please describe it here or attach other documents to this proposal.)

STUDENT BILLING AND DUE DATES

Students will be billed full trip fees minus CEHD funding in:

Mid-Apr. – Fall term; Mid-Nov. – Spring term; Mid-Mar. – Summer term

It will be due in: Mid-Apr. – Fall term; Early Dec. – Spring term; Early Apr. – Summer term

They will be responsible for \$500 non-refundable deposit plus any unrecoverable expenses if they withdraw after:

Apr. 15 – Fall term; Nov. 15 – Spring term; Mar. 15 – Summer term

Students may have not been charged by the deadline, but the charge will show up on their Texas A&M Student's account later.

They will be responsible for \$500 non-refundable deposit plus all trip fees if they withdraw after:

May 15 – Fall term; Dec. 15 – Spring term; Apr. 15 – Summer term

Students who withdraw from a program after the program deadline may petition for a refund to the CEHD Global Education Committee in written form and with provided documentation in the case of extreme personal hardship, immediate and sudden health issues, or other extenuating circumstances that prevent travel.

STUDENT ELIGIBILITY REQUIREMENTS

Minimum GPR of 2.5 or upon faculty's approval.

SIGNATURES

Faculty Leader: _____ Date: _____

Faculty Leader: _____ Date: _____

Faculty/Staff Leader: _____ Date: _____

Department Head: _____ Date: _____

Department Head: _____ Date: _____

Department Head: _____ Date: _____

PROPOSAL CHECKLIST

To successfully apply for funding, please submit this completed application along with the required attachments.

- Complete all sections of the application form, including signatures.
- Include a draft course syllabus for each proposed course to be taught, including 485, 491, or other individualized courses, that clearly articulate how the experience will be imbedded within the course.
- A proposed budget (see attached budget template) for the program.
- If the program takes place after the end of the term, please provide justification as to how final grades will be administered after the grade deadline.
- Include a preliminary itinerary for the program, including any planned courses, field experiences and other activities during the course or pre/post departure.

Note: Budget and daily itinerary, and vendor proposal should be developed according to templates provided by the College Global Education Office.

Please return the completed application packet to Alice Zhang (alice.zhang@tamu.edu).