

Short-term Program Proposal

Thank you for your interest in leading a short-term study abroad program for the University of Maryland. In an effort to streamline the process, we have migrated the program proposal to a Google form. We would appreciate receiving feedback about your experience with this proposal form. Please send your feedback to Kerry O'Brien (ksobrien@umd.edu). Thank you.

* Required

1. Email address *

Basic Program Information:

Instructions:

On this form, please provide information about the program name, location(s), dates, admissions criteria, and program staffing. This form should be completed by the person who will serve as the Faculty Director of the program.

If you have any questions about how to complete this form, please consult with the Associate Director of Education Abroad, Jennifer Precht (jprecht@umd.edu)

2. Program Leader First and Last Name *

3. Proposed program name *

Education Abroad will name each program based on term and location (e.g., UMD-Winter: China or Terrapin Take Off: China) plus a subtitle. Please use the following format to provide us with your proposed program title: [UMD-TERM: Country or Countries: Subtitle (DEPT)]. NOTE: Education Abroad reserves the right to modify or shorten the subtitle for marketing purposes. The subtitle may be the same as the course title, although in some cases it may be advisable to abbreviate a long course title or to use some other variation.

4. Program Term *

Mark only one oval.

- Spring Break
- Summer
- Winter

5. Program location *

Please list ALL cities and countries that this program will visit, regardless of the length of time or whether there are any changes from the last time your program ran. Please indicate with an asterisk (*) which of these cities are your program's primary focus versus a day visit only. (e.g. "City COUNTRY*", City COUNTRY")

6. Travel departure date *

This is the date on which students will be expected to depart from the Washington, DC metro area. Due to travel time and timezone changes, students may need to depart 1-2 days prior to the date they need to arrive at the program site. Program-arranged housing should be provided beginning with the night of arrival abroad. Program staff and students will be enrolled in CISI insurance beginning on the "travel departure date". NOTE: The travel departure date must be after the last day of final exams published in the UMD academic calendar (for Spring Break programs, after the last day of class prior to break).The program director may arrive at the program site up to three days prior to the date specified here, but this expense must be built into the program budget in order to be reimbursable. For all Freshmen Programs, program directors must travel with the students to the program site. (e.g. MM/DD/YY)

Example: December 15, 2012

7. Travel return date *

This is the earliest date that students can leave the program site to return to the Washington, DC metro area. Program-arranged housing should be provided through the night before, with check-out on this date. Program staff and students will be enrolled in CISI insurance through the "travel return date". NOTE: The travel return date must be scheduled so that students arrive in the Washington, DC metro area prior to the start of classes published in the Academic Calendar (for Spring Break programs, prior to the first day of class following break).The Program Director may stay at the program site one day after the date specified here, but this expense must be built into the program budget in order to be reimbursable. (e.g. MM/DD/YY)

Example: December 15, 2012

8. Pre-departure program component *

Note: this refers to components other than the pre-departure orientation that you are required to conduct. If applicable, please: a) provide a description of the pre-departure program component. b) provide the date(s) of the pre-departure program component - actual or estimated. (e.g. MM/DD/YY or three pre-departure class meetings with dates TBD) c) indicate whether students are required to be on UMD campus to participate in the pre-departure program component. If your program does not have a pre-travel component, please write NONE or N/A d) If your program admits non-UMD students, please indicate how they will participate in the pre-departure program components

9. Post-travel program component *

If applicable, please: a) provide a description of the post-program component b) provide the date that the post-program component will end. (e.g. MM/DD/YY) c) indicate whether students are required to be on UMD campus after returning from abroad in order to participate in the pre-departure program component. If your program does not have a post-travel component, please write NONE or N/A

10. Which classes are eligible for this program? *

Please indicate which students are eligible for this program. Check all that apply. NOTE: Graduate students may be able to obtain approval from their academic advisor to apply a 400-level course toward their degree. Undergraduate students require a dean's exception to policy for permission to enroll in graduate-level courses.

Check all that apply.

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

11. Is this program open to all majors? *

Education Abroad generally recommends that faculty-led programs be open to all majors; however, in some cases, it may make sense to give preference or even to restrict admission to a specific major based on anticipated demand or for pedagogical reasons. If you answer NO, please list the relevant major(s) and indicate whether this is a restriction or merely a preference.

Mark only one oval.

- Yes
- No

12. Eligible Applicant Types *

Students currently enrolled in degree-seeking programs at UMD (undergraduate and graduate) as well as students currently enrolled in degree-seeking programs at other U.S. based universities (undergraduate and graduate) are eligible to apply for UMD short-term study abroad programs. In addition, you have the option of allowing non-student applicants (those not currently enrolled in degree-seeking programs) as well as international applicants (those currently enrolled in degree-seeking programs at universities outside of the U.S.) to participate in your program. In some cases, however, it may make sense to restrict admission to UMD students only (e.g., if the program has a history of attracting more applicants than can be accommodated, or if class will be held on campus prior to or after the time abroad). NOTE: Spring Break programs are restricted to UMD students only, since Spring Break is not a distinct academic term. Please review the "Guide to Applicant Types for Short-term Faculty-led Programs" ([ter.ps/g1s](https://ps.g1s)) and select all applicant types below that should be eligible to apply for your proposed program.

Check all that apply.

- UMD Undergraduate
- UMD Graduate
- Non-UMD Undergraduate
- Non-UMD Graduate
- Non-Student
- Professionals
- International
- First Year Student

13. Minimum GPA *

By default, Education Abroad sets a minimum GPA of 2.75 GPA for short-term programs. If you wish to set a different minimum GPA, please select one of the options below. Please note that students who have under a 2.0 GPA are on academic probation and not permitted to study abroad.

Mark only one oval.

- 2.0
- 2.25
- 2.5
- 2.75
- 3.0
- 3.25
- 3.5

14. Course prerequisites *

Does this program have any course prerequisites?

If YES, please list them here.

15. Language proficiency requirement *

If proficiency in a language other than English is an eligibility requirement for this program, please indicate the language and level required. If knowledge of the host country language is helpful but not required, answer NO.

Mark only one oval.

- Yes
- No

16. Target Audience: Who would benefit from this program and why should they participate? *

a) For promotional purposes, please identify the target audience for this program. Your response may include specific majors, academic interests, professional goals or personal characteristics, etc. b) Please explain briefly why a student should participate in this program. What is unique, different or exciting about the course(s), activities, engagement with the local culture, etc? Please include at least three takeaways for students in the areas of professional, academic, and personal development. Be aware that students you are trying to recruit may have limited or no international experience, may be new to the discipline your course focuses on, or may have hesitations about studying abroad. Note: Education Abroad reserves the right to edit this content for clarity and audience appeal.

17. Program highlights *

List 3-5 aspects of the program that highlight academic and non-academic engagement. These may include activities, locations, special guests, etc. Please be as specific as possible as this information will be used to generate excitement for your program. For example: 1) Service-learning project 2) Guest lectures by leading development experts 3) Collaborative project with local students 4) Survival language tutorials 5) Homestays (Education Abroad reserves the right to edit this content for clarity and audience appeal.)

18. How will in-country arrangements be made? *

Please indicate how in-country arrangements (e.g., classroom space, guest lectures, housing, activities and visits, transportation, meals, etc.) will be made. Will you make these arrangements yourself, or will you work with a study abroad program provider or a partner institution abroad? If you are not sure about this, or if you need assistance with identifying a program provider, please consult with the Associate Director for Programs, Jennifer Precht (jprecht@umd.edu). If you are working with a provider, please indicate the name of the provider and whether or not you have already requested a proposal and quote.

19. Anticipated minimum enrollment *

Please indicate the anticipated or required minimum enrollment (we generally recommend 10 or higher as the minimum for a new program). This number will be finalized by Education Abroad during the budget process and has a direct impact on both staffing requirements and the program fee. In addition, because short-term programs are self-supporting, the program generally will be canceled if the minimum enrollment is not met.

20. Preferred maximum enrollment *

Please indicate the preferred enrollment cap for this program. Considerations for maximum enrollment should include: on-site logistical arrangements, housing, and transportation capacity, etc. This number will be confirmed by Education Abroad and has a direct impact on staffing requirements.

21. Application Timeline For Students *

The application deadline for students to apply is March 1st for Summer programs and October 1st for Winter and Spring Break programs. Students are notified of their admission status on March 11th for Summer programs and October 11th or Winter and Spring Break programs. The deadline for students to commit to participating on the program (and become financially liable for the full program fee) is March 18th for Summer programs and October 18th for Winter and Spring Break programs. If you have objections to this standard timeline, please comment in the space below. Education Abroad will take your comments into consideration, but cannot guarantee a change in the standard timelines.

22. Additional comments *

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form.

23. Would you like to save your work on this section and return to the form later? *

If you would like to save your responses from this section and resume work on the rest of the form at a later time, click 'YES' and then the 'NEXT' button and then click 'SUBMIT.' You will then be emailed a copy of your responses that also includes an "EDIT RESPONSE" button which you should click when you are ready to continue working on this proposal form. If you would like to continue working on other parts of the form before submitting, click 'NO' and then 'NEXT' to continue working on the next section of the form. Note: your responses will not be saved until you click the 'SUBMIT' button, so please keep this in mind if you plan to start and stop working on this proposal form.

Mark only one oval.

- Yes (I would like to submit the form now and come back later to complete it) *Stop filling out this form.*
- No (I would like to move to the next section of the form)

Recommendation of Supporting Academic Unit or College/School

Education Abroad requires a recommendation from the head of the supporting academic unit as an endorsement of your proposed study abroad program as well as your role in leading the program. If you are the head of the academic unit, please request a recommendation from the college/school dean's office. Please provide us with the name, title and contact information for the person who will provide your recommendation. Education Abroad will reach out directly to that person to request the recommendation. Upon filling out this section of the proposal, you will need to discuss your proposed program with your recommender(s) and provide them with a copy of your proposed course syllabus and itinerary.

24. Full name and title of your Recommender *

Please include which academic unit this person works in.

25. Email address of your Recommender *

Please provide their UMD email address.

26. Phone number of your Recommender *

Please provide their UMD office phone number.

27. 2nd Recommender *

If your proposed program resides in a sub-unit/program/institute within an academic department, Education Abroad requires a 2nd recommendation from the head of that unit (ie. Program Director) in addition to the recommendation from the Department Chair. If this applies to your program, please list the name, title, email, and phone number for the 2nd recommender in the space below. If it does not apply to your program, please write N/A in the space below.

28. Would you like to save your work on this section and return to the form later? *

If you would like to save your responses from this section and resume work on the rest of the form at later time, click 'YES' and then the 'NEXT' button and then click 'SUBMIT.' You will then be emailed a copy of your responses that also includes an "EDIT RESPONSE" button which you should click when you are ready to continue working on this proposal form. If you would like to continue working on other parts of the form before submitting, click 'NO' and then 'NEXT' to continue working on the next section of the form. Note: your responses will not be saved until you click the 'SUBMIT' button, so please keep this in mind if you plan to start and stop working on this proposal form.

Mark only one oval.

Yes (I would like to submit the form now and come back later to complete it) *Stop filling out this form.*

No (I would like to move to the next section of the form)

Program Staffing

Instructions:

In order to complete this form, please first read and submit the Program Staffing Policies Document which is a required submission in MyEA. Two staff members are required for each program regardless of enrollment.

All Program Staff: The following information is needed for each staff member for program tracking purposes. If the specific individual has not yet been identified, please enter TBD in the appropriate staff information table below and provide the information to Education Abroad no later than 60 days prior to program start date. Please complete a program staff information table (below) for each program staff member traveling with the program (including yourself).

29. Program Staff 1 Name *

30. Program Staff 1 Citizenship Status *

(Please note - this is for tax purposes only!)

Mark only one oval.

Other* If you are not a US Citizen or Permanent Resident, you must complete Glacier, a software program that determines your tax status. Please send your first and last name and email to Mary Fortier (mfortier@umd.edu) in the Office of International Affairs.

Permanent Resident Alien

US Citizen

31. Program Staff 1 Email *

32. Program Staff 1 Phone Number *

33. Program Staff 1 UID *

34. Program Staff 1 Role *

Mark only one oval.

- Program Leader
- Instructional Support
- Other Support Staff (no teaching or course duties)

35. Program Staff 1 Duties to be performed *

Check all that apply.

- Course content (curriculum, teaching, grading)
- Financial Management
- General Support
- Logistics
- Second Person Program Requirement (risk management only, will not perform any other duties unless program leader is incapacitated)
- Other: _____

36. Program Staff 1 Current employment status at UMD *

Mark only one oval.

- Faculty (assistant, associate, or full) 1
- Graduate Assistant - must submit a letter of support from your supervisor
- No appointment with UMD
- Professor emeritus/emerita
- Staff - must submit a letter of support from your supervisor

37. Program Staff 1 Type of UMD appointment you currently hold and/or are currently seeking *

Mark only one oval.

- Affiliate
- Paid
- Nonpaid
- Retirement Pay

38. Program Staff 1 Department and College Affiliation *

With which department and college is your teaching appointment?

39. Program Staff 1 Program Knowledge *

What are your qualifications to lead a short-term program in this particular location? Please describe your knowledge of the program location and background in the host country, including travel, residence, research, work, and first-hand professional experience.

40. Program Staff 2 Name *

41. Program Staff 2 Citizenship Status *

(Please note - this is for tax purposes only!)
Mark only one oval.

Other* If you are not a US Citizen or Permanent Resident, you must complete Glacier, a software program that determines your tax status. Please send your first and last name and email to Mary Fortier (mfortier@umd.edu) in the Office of International Affairs.

Permanent Resident Alien

US Citizen

42. Program Staff 2 Email *

43. Program Staff 2 Phone Number *

44. Program Staff 2 UID *

45. Program Staff 2 Role *

Mark only one oval.

Instructional Support

Other Support Staff (no teaching or course duties)

46. Program Staff 2 Duties to be performed **Check all that apply.*

- Course content (curriculum, teaching, grading)
- Financial Management
- General Support
- Logistics
- Onsite support staff affiliated with third party program provider or partner institution abroad. Will be available to step in if program leader is incapacitated.
- Other: _____

47. Program Staff 2 Current employment status at UMD **Mark only one oval.*

- Faculty (assistant, associate, or full) 1
- Graduate Assistant - must submit a letter of support from your supervisor
- No appointment with UMD
- Professor emeritus/emerita
- Staff - must submit a letter of support from your supervisor

48. If you do not currently have an appointment with UMD, please describe your affiliation to the University of Maryland below. *

If this does not apply to you, please type N/A in the space below in order to move to the next question.

49. Program Staff 2 Type of UMD appointment you currently hold and/or are currently seeking in order to serve as support staff on this study abroad program **Mark only one oval.*

- Affiliate
- Paid
- Nonpaid
- Retirement Pay

50. Program Staff 2 Department and College Affiliation *

With which department and college is your teaching appointment?

51. Program Staff 2 Program Knowledge *

What are your qualifications to lead a short-term program in this particular location? Please describe your knowledge of the program location and background in the host country, including travel, residence, research, work, and first-hand professional experience.

52. If any of the proposed program staff are not current or retired UMD faculty (assistant, associate, or full professor) or staff, please send a copy of their current CV to eashortterm@umd.edu. *

Mark only one oval.

- I have sent/will send a copy of their current CV to eashortterm@umd.edu
- Not applicable

53. Additional comments *

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form. If you are planning on traveling with more than two program staff, please indicate here.

54. Would you like to save your work on this section and return to the form later? *

If you would like to save your responses from this section and resume work on the rest of the form at later time, click 'YES' and then the 'NEXT' button and then click 'SUBMIT.' You will then be emailed a copy of your responses that also includes an "EDIT RESPONSE" button which you should click when you are ready to continue working on this proposal form. If you would like to continue working on other parts of the form before submitting, click 'NO' and then 'NEXT' to continue working on the next section of the form. Note: your responses will not be saved until you click the 'SUBMIT' button, so please keep this in mind if you plan to start and stop working on this proposal form.

Mark only one oval.

- Yes (I would like to submit the form now and come back later to complete it) *Stop filling out this form.*
- No (I would like to move to the next section of the form)

Program Learning Outcomes, Goals, Design and Assessment

Instructions:

On this form, please provide information about the program learning outcomes, goals, design, and assessment, including a tentative syllabus for each course that will be offered. This form should be completed by the person who will serve as the Faculty Director for the program. If you have any questions about how to complete this form, please consult with the Associate Director of Education Abroad, Jennifer Precht (jprecht@umd.edu).

As you complete this form, keep in mind EA's mission to internationalize the UMD campus by fostering programs that support one or more of the following outcomes and goals:

- Create multi-disciplinary project-based learning opportunities that explore pressing global problems and challenges
- Increase access to opportunities for underrepresented students in study abroad
- Further undergraduate research opportunities
- Expand the UMD study abroad program portfolio to underrepresented regions including Africa, Eastern Europe, South and Southeast Asia
- Further integrate education abroad into the major
- Focus on academic disciplines that are underrepresented in study abroad including but not limited to public health, agriculture, sociology, government & politics, and college of computer, mathematical and natural sciences

We are especially interested in programs that:

- Incorporate experiential learning (e.g., project-based learning, field work, service-learning, and civic engagement)
- Explore communities' solutions to addressing global climate change and sustainability
- Involve students in learning about or planning for carbon offset projects
- Courses that are cross-listed and fulfill a General Education learning outcome such as Scholarship in Practice,
- Understanding of Plural Societies, Cultural Competence or I-Series
- Generate high demand due to course topic, subject area, and/or relevance across multiple academic interests

55. Program learning outcomes and goals *

List 3-5 learning outcomes and goals of the program. What will students be expected to know, think and be able to do upon completion of the program? These do not necessarily have to be the same as the learning outcomes of the course(s) offered.

56. Program design summary *

Briefly summarize the overall design of the program, including the types of courses, activities, excursions, field trips, practical experiences (e.g., interviews, field research), and experiential learning opportunities (e.g., service-learning project, project-based learning, etc.).

57. Supporting academic unit *

Please indicate which supporting academic unit (department or program) will be responsible for reviewing this program proposal and approving both the academic content of the course(s) and the teaching credentials of the instructor(s). Be sure to discuss your plans for the program with the department chair or program director prior to submitting your proposal. Your conversation should include a detailed review of your course syllabus as well as a discussion about how your course directly supports the academic learning objectives of the sponsoring academic unit. NOTE: Enter "N/A" if your college or school does not have departments.

58. College or school *

To which college or school does the supporting academic unit belong? Along with the supporting academic unit, the college/school is also responsible for reviewing the proposal and approving both the academic content of the course(s) and the teaching credentials of the instructor(s). Be sure to discuss your plans for the program, including course syllabi, with the dean's office.

Mark only one oval.

- A. James Clark School of Engineering
- College of Agriculture and Natural Resources
- College of Arts and Humanities
- College of Behavioral and Social Sciences
- College of Computer, Mathematical, and Natural Sciences
- College of Education
- College of Information Sciences
- Office of Undergraduate Studies
- Phillip Merrill College of Journalism
- Robert H. Smith School of Business
- School of Architecture, Planning, and Preservation
- School of Public Health
- School of Public Policy

59. Academic rationale and support of internationalization *

How does this proposed program support Education Abroad's mission as outlined in the instructions at the beginning of this form? How does it complement or enhance the goals and mission of your department and/or college or school?

60. Connection with program site *

Why is it crucial that this program be offered abroad rather on campus at UMD? Indicate as concretely as possible how the program connects the site with the academic content and pedagogy. How will the program link discipline-specific learning outcomes to the location of the program?

61. Cultural immersion *

What aspects of the program facilitate immersion into the host culture (e.g., homestays, service-learning, project-based learning with local students, etc.)? Describe how the program will bring students into direct contact with the host culture in meaningful ways, and help achieve the learning outcomes you set for this program.

62. Market analysis and impact statement *

Describe the potential impact on other study abroad opportunities available to UMD students, especially faculty-led short-term programs (<http://globalmaryland.umd.edu/offices/education-abroad/maryland-short-term>). Will this program complement existing programs, foster cooperation between partners, or possibly conflict or overlap with other programs? What evidence do you have of potential student interest in this program? If you are not sure of the potential impact, please discuss with the Associate Director for Programs, Jennifer Precht (jprecht@umd.edu).

63. Pre-departure preparation *

Describe the pre-departure activities you are developing in order to prepare students for the program - academically and culturally - in the prior semester. Indicate the number of contact hours planned and the nature of these activities (e.g., formal class sessions, program-specific orientations or other meetings, readings, assignments, etc.). Please describe what content you plan to cover during your pre-departure session(s). NOTE: At least one program-specific pre-departure orientation, conducted in collaboration with Education Abroad, is required.

64. Program assessment *

How will you evaluate whether the program met the learning outcomes and goals specified at the beginning of this form? In what ways will you assess students' interpersonal growth and learning, both during and after the program (e.g., assignments, research projects, presentations, field reports, reflective journals, etc.)? Upon completion of the program, Education Abroad will request that you submit a written report assessing to what extent the outcomes and goals were met, discussing any issues that arose, and providing recommendations for how the program could be improved. NOTE: EA will administer a program evaluation in which we ask students to evaluate aspects of the program such as pre-departure preparation, academics, logistics, and program staff. In addition, each course may be evaluated through CourseEvalUM as well.

65. Contact hours *

How many contact hours will be scheduled to meet the requirements for the number of credits that students will earn? Time should be calculated as follows: one contact hour for each hour of actual class time; one contact hour for every two hours of supervised laboratory or studio time; one contact hour for every three hours of supervised experiential activities (e.g., field trips or service-learning) See University Course Policies and Practices for further information:

<https://provost.umd.edu/VPAC/policies.html>

66. Minimum credits *

Please enter the minimum number of credits that students will earn through this program. NOTE: A minimum of 15 contact hours is required for each credit awarded (i.e., 45 contact hours for a three-credit course). See University Course Policies and Practices for further information:

<https://provost.umd.edu/VPAC/policies.html>

67. Maximum credits *

Please enter the maximum number of credits that students will earn through this program. NOTE: A minimum of 15 contact hours is required for each credit awarded (i.e., 45 contact hours for a three-credit course). See University Course Policies and Practices for further information:

<https://provost.umd.edu/VPAC/policies.html>

68. Course number(s) *

Please enter the number and title of each course that will be offered (e.g., ANTH438Y Race and Ethnicity in the Andes). You should confirm the availability of the course number (including an available suffix for courses ending in 8 or 9), and that there are no associated registration restrictions with the supporting academic unit's scheduler. Some departments have a Special Topics in Study Abroad course; otherwise, the department's regular special topics number is typically used. NOTE: Education Abroad will submit the course scheduling request to the Registrar's Office. Courses that are not approved will cause a delay in scheduling and student registration. See University Course Policies and Practices for further information: <https://provost.umd.edu/VPAC/policies.html> You should also confirm with the scheduler in your department that the course is available and approved for use. <https://www.registrar.umd.edu/faculty-staff/schedulingofficers.html>

69. Cross-listing(s) *

If you have obtained approval from another academic unit to cross-list the course, please provide the cross-listed number (if more than one course is offered in the program, please also indicate to which primary course the cross-listing applies). NOTE: Education Abroad will submit the course scheduling request to the Registrar's Office. Please ensure that cross-listed courses are available and unrestricted.

70. General Education Credit *

If this program offers undergraduate-level coursework, have you submitted the course(s) for General Education approval? If not, please type No or N/A in the space below. If YES, for each course please indicate the corresponding General Education category and its approval status (eg, ANTH438Y submitted for Scholarship in Practice; GEOG358Z approved for I-Series). Courses should be submitted for General Education review prior to submission of this proposal. If the program is still under review, please notify EA once approved. NOTE: A course that fulfills a General Education requirement can help attract applicants, as students often ask us which programs fulfill a particular requirement. Just as with courses taught on campus, it is the faculty/department's responsibility to submit courses for General Education review (<http://www.gened.umd.edu/>).

71. Syllabus *

Please email a tentative syllabus (for each course that will be offered in this program) as a Word document or PDF to: eashortterm@umd.edu. The following items must be included in each syllabus: 1) Names of all instructors and teaching assistants 2) Course number and title (including any approved cross-listing) 3) Proposed texts, readings or other resource materials 4) List of prerequisites, if applicable 5) General description of the course 6) Statement of course goals and/or list of learning outcomes 7) Course schedule (tentative day-by-day outline of in-class and experiential activities, readings, assignments and exams) 8) Program calendar - the following items must be included: - Pre-departure meetings (at least one is required) - Travel dates (departure and return) - On-site orientation - In-country class sessions - Tentative activities and visits - In-country travel (please list all cities visited and the duration of stay in each location) - Post-return meetings, if applicable For each date, be sure to indicate the city in which the program will stay that night. 9) Expectations for students (class participation, contribution to group work, etc.) 10) Grading procedures (NOTE: Regular grading must be used for study abroad courses, which cannot be taken pass/fail or audited.) 11) Academic integrity expectations, including the Honor Code 12) In accordance with University of Maryland's Disability and Accessibility Policy, every effort should be made to provide accommodations for students with disabilities who may be interested in participating in your program. Please be sure to inform all students up front about potential challenges they might encounter based on program design and/or location (for example: lack of wheelchair accessibility in certain landmarks or cities). NOTE: Education Abroad will collect information from accepted students about disability accommodation requests, and we will share that information with you. Refer to the Accessibility & Disability Service web page for additional resources (<https://www.counseling.umd.edu/ads/>).

Check all that apply.

I have sent/will send a tentative syllabus (for each course that will be offered in this program) as a Word document or PDF to: eashortterm@umd.edu

72. Additional comments *

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form.

73. Would you like to save your work on this section and return to the form later? *

If you would like to save your responses from this section and resume work on the rest of the form at later time, click 'YES' and then the 'NEXT' button and then click 'SUBMIT.' You will then be emailed a copy of your responses that also includes an "EDIT RESPONSE" button which you should click when you are ready to continue working on this proposal form. If you would like to continue working on other parts of the form before submitting, click 'NO' and then 'NEXT' to continue working on the next section of the form. Note: your responses will not be saved until you click the 'SUBMIT' button, so please keep this in mind if you plan to start and stop working on this proposal form.

Mark only one oval.

Yes (I would like to submit the form now and come back later to complete it) *Stop filling out this form.*

No (I would like to move to the next section of the form)

Risk Management

Instructions:

Risk management is crucial for every program - regardless of location - to minimize risks to students, the Program Director and other staff, as well as to the University of Maryland itself. Our guiding principle is to use reasonable care to protect students and program staff against reasonably foreseeable harm. This form should be completed by the person who will serve as the on-site Program Director and is intended to

assist in identifying and mitigating known risks and dangers that a reasonable person should know about and that might impact students and program staff (i.e., it is not necessary to provide an exhaustive list of every possible risk). If you have any questions about how to complete this form, please consult with the Associate Director for Programs in Education Abroad.

The Program Director's responsibilities for risk management and student welfare include:

- Following EA's emergency protocol to manage crises with the assistance of local and UMD resources
- Conferring with EA staff as events unfold and submitting a written incident report
- Understanding the mandatory CISI health insurance policy, including how to contact Team Assist to initiate claims and/or to locate medical facilities
- Being familiar with local emergency services and medical facilities
- Being available to students on a 24/7 basis during the program
- Giving all risk factors due and unbiased consideration

NOTE: Education Abroad will enroll all students, as well as the Program Director and other program staff, in the mandatory CISI insurance plan for the official program dates.

74. 1. Travel Advisory Rating *

Please note that your program may require additional review by the Risk Management Committee depending on the U.S. State Department's travel advisory rating, which can be found at travel.state.gov. Once your proposal has been submitted, Education Abroad staff will let you know whether the additional review is required and when the review will occur. Have you reviewed the U.S. State Department's travel advisory rating for your program country/countries?
Mark only one oval.

Yes, I checked the U.S. State Department's travel advisory rating, which can be found at travel.state.gov

75. Arrival/Departure Transportation Logistics *

Please describe how participants will travel to and from the host country (i.e. group flights, individual arrangements.) Will students be met at the airport? How will they get from the airport to the program site or accommodations? Include any other details to highlight how risk will be mitigated during arrival/departure travel.

76. In-country Support/Contacts & Resources *

Please provide the contact information for on-site support personnel who will aid with emergencies and health and safety issues and help to mitigate any concerns identified by the US Department of State's country information pages. Please include name(s), title, affiliation with the program, 24-hour phone number, office or landline phone number, satellite phone number (if relevant), email address, office address, etc. Please provide all phone numbers as if one were dialing from the U.S. (e.g., a Mexico City phone number would read 011-52-55-5555-5555)

77. Health Concerns *

What are the health risks associated with travel to the program location? Will faculty and students need inoculations, immunizations, or be required to take prophylactic medications? If yes, please describe here.

78. High Risk Activities *

Will there be any high risk activities included in the program such as participation in athletic events, scuba diving, or mountaineering? If so, please describe. (Please note that CISI insurance coverage excludes injuries sustained “while taking part in mountaineering where ropes or guides are normally used, hanging gliding; parachuting; bungee jumping; racing by horse; motor vehicle or motorcycle; parasailing.”

79. Access to Emergency Care *

Please indicate the following for each program location: a. Emergency medical care is accessible within 30 minutes. b. Emergency medical care is accessible no less than 1 hour away. c. Emergency medical care is accessible no less than 2 hours away. d. Emergency medical care is accessible no less than 3 hours away. e. Emergency medical care is accessible no less than 24 hours away. f. Other (please specify)

80. Safety and Security Concerns *

What safety and security concerns does the program site pose? NOTE: Please review the US Department of State Consular Affairs website (<https://travel.state.gov>) for assistance in preparing your response to this question. The Director for International Risk Management can also provide you with a real-time security brief from iJET Travel Intelligence to supplement that information.

81. Risk Mitigation *

Describe the policies and measures the program will take for mitigating any specific security risks identified by the U.S. Department of State (travel.state.gov). Examples of such measures might include avoiding travel to certain neighborhoods or regions, using only specific means of transportation, not traveling alone after dark, etc.

82. Pre-Departure Orientation: Health, Safety & Security *

Please confirm that the following topics that will be covered during at least one pre-departure orientation: appropriate attire; food and water hygiene; personal identity (gender, sexuality, race, etc.) in the context of the culture; urban versus rural safety issues; weather, climate and natural disasters common to the location; traffic, road safety and pedestrian issues; legal environment; prescriptions; "blending in"; drug and alcohol impairment; anti-Americanism; the local culture and how it differs from life in the U.S.; and crime. a. Students must be provided with the location (address and phone number) of the nearest U.S. embassy or consulate, the local 911 equivalent phone number, and the nearest medical facility. b. Students must be encouraged to register their trip abroad with the U.S. State Department's Smart Traveler Enrollment Program.

Mark only one oval.

- Yes, I confirm to cover these topics during the pre-departure orientation(s)
- No, I do not agree to cover these topics during the pre-departure orientation(s)

83. Program Director Injury or Incapacitation *

In the event that you as the Program Director are injured or incapacitated, what is your group management plan for the students? NOTE: If you are not sure how to answer this question, please contact the Director for International Risk Management'

84. Student Accommodations *

For each location, please provide physical addresses of living accommodations, and provide a description of the accommodations (e.g. homestay, student residence, apartment, hotel, etc.) in which students will live. Please indicate whether students will have private or shared rooms and what amenities, (e.g. internet, laundry, etc.) will be included. Please also indicate the proximity of these accommodations to the program site/activities.

85. Homestays *

Will students be housed in homestays? If yes, please provide contact information for the individual/organization responsible for vetting the homestays and placing students. If not known, please indicate the date by which these details will be finalized and reported to EA.

86. Faculty Accommodations *

Please describe the on-site lodging for program director/faculty/support staff, if different from above. If different, please indicate the proximity to student accommodations.

87. Meals *

Please describe how and where students will obtain meals.

88. On-site Transportation Logistics *

Please provide transportation details for day-to-day movement as well as transportation plans for all travel destinations (taxis, flights, buses, other ground transportation etc.). Please identify transportation risks inherent to the program location(s) and the steps taken to mitigate these risks through program design, education or orientation, scheduling, security procedures or other planning. Will faculty or staff be responsible for driving students anywhere? If so, how please indicate the kind of vehicle(s) used to transport students, who the driver(s) will be, and what experience they have driving in the program location. NOTE: Please review the US Department of State Consular Affairs website for assistance in preparing your response to this question. Education Abroad can also provide you with a real time security brief from iJET Travel Intelligence to supplement that information.

89. Physical Requirements *

Please assess your program's physical requirements along a scale of regular, strenuous, or very strenuous. Some factors to consider in responding to this question include the altitude of the program; amount of hiking, walking, climbing or swimming; and air quality.

90. Communication - Program Staff *

Program leaders and staff must be able to make and receive calls from Education Abroad staff and students. Please indicate whether you will...

Mark only one oval.

- a) use your own cell phone with an international data plan
- b) use a local cell phone on site (if so, provide the number)
- c) require Education Abroad's assistance with renting a cell phone or satellite phone device for use during the program (if so, specify your needs)
- Other: _____

91. At any point, will your program take place in a location where cell phone service is not available? *

Please state whether the student(s) will be required to have a cell phone that will work in the program location(s). If the student(s) are not required to have a cell phone, please describe how you will reach them in an emergency. (EA recognizes that the possession of a cell phone in some locations makes one a target for crime and that other modes of communication may be preferable).

Mark only one oval.

- Yes
- No
- Not sure

92. Additional Comments *

Please use this space to provide additional information that may be useful but that is not requested elsewhere on this form.

93. Would you like to save your work on this section and return to the form later? *

If you would like to save your responses from this section and resume work on the rest of the form at later time, click 'YES' and then the 'NEXT' button and then click 'SUBMIT.' You will then be emailed a copy of your responses that also includes an "EDIT RESPONSE" button which you should click when you are ready to continue working on this proposal form. If you would like to continue working on other parts of the form before submitting, click 'NO' and then 'NEXT' to continue working on the next section of the form. Note: your responses will not be saved until you click the 'SUBMIT' button, so please keep this in mind if you plan to start and stop working on this proposal form.

Mark only one oval.

Yes (I would like to submit the form now and come back later to complete it) *Stop filling out this form.*

No (I would like to move to the next section of the form)

Click Submit

Thank you for proposing a program. Once you have completed all fields of each section of this form, please click 'SUBMIT.' Education Abroad will contact you with questions, feedback, and/or the result of your submission.

A copy of your responses will be emailed to the address you provided

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