Study Abroad Program Development (SAPD) Funding Request

The Office of International Affairs provides limited funding for faculty-led study abroad program development. In accordance with OIA's strategic plan, the goal of this funding is to support the professional development of faculty, and increase the internationalization of the campus community. Faculty-led programs offer innovative opportunities for students by expanding the classroom around the world. Funds may be used exclusively for site visits for developing new study abroad programs.

ELIGIBILITY

Funding of up to $2,000 is available only to full-time, tenured or tenure-track faculty of Texas Tech who have completed a minimum of one year of service to the University. Funds will not be available to faculty who have led a program or conducted a site visit to the proposed site in the last three years. Up to 7 awards will be made annually.

CRITERIA FOR AWARD

The purpose of this funding is to promote the development of faculty-led study abroad programs at Texas Tech University. All programs submitted must be for courses offering academic credit abroad. Funding is non-renewable.

AWARD PREFERENCES: Preference will be given to faculty whose proposal addresses the attached **Application Rubric (Form SAPD-3)**.

APPLICATION REQUIREMENTS

- All proposed programs must clearly demonstrate how the international location augments the course content and learning experience.
- Faculty must meet with the Study Abroad Director to discuss program creation and proposal.
- Faculty must complete forms **SAPD-1- Funding Application Form** and **SAPD-2 - Department Chair/Center Director and Dean Endorsement** and submit to the Study Abroad Director. Consult with the appropriate contact in your Dean's Office for any additional internal requirements/guidelines.
- The application must include evidence of prior correspondence with relevant parties at the proposed site.
- The application must include a detailed itinerary for the site visit with rationale for the location(s) selected.
- The application must include a two-page statement of purpose, addressing the Application Rubric (Form **SAPD-3**).

- A draft of the program proposal must be submitted in addition to the funding request application. Proposals may be submitted online at http://ttu-sa.terradotta.com/?go=TTUFacultyLedNewProgramProposal. Please note that you will be applying to take students abroad no later than Summer 2018.
- The application must include a copy of the faculty vita (five page maximum).

UPON COMPLETION OF THE SITE VISIT, THE FACULTY MUST:

- Complete the **SAPD-4 - Site Evaluation Rubric within 30 days of site visit completion**.
- Write a detailed review statement of the site visit, including direct statements about how/if the visit influenced the program proposal within 30 days of site visit completion.
- Finalize the program proposal.

*Note: Program must be offered within two years of the site visit and every effort should be made to offer the program on a regular basis.

APPLICATION DEADLINE – March 1, 2017

Completed applications should be returned to Whitney Longnecker, Faculty-Led Program Coordinator.

SAPD 1 - Funding Application Form

PERSONAL INFORMATION

Name of Applicant _____

Current Texas Tech

Position/Rank_____

Number of years in current position _____Number of years at Texas Tech _____

Department _____ R# _____

E-mail Address_____

Phone Number_____

ACKNOWLEDGMENT

By submitting this application, I confirm I meet all the eligibility requirements stated above and will abide by the criteria and requirements outlined. If I fail to meet the agreed upon terms, and it is determined that I did not make a good faith effort to comply, I will be responsible for the return of full amount awarded.

Print Name: _____Date: _____

Signature: _____

SAPD 2 - DEPARTMENT CHAIR OR MULTIDISCIPLINARY CENTER DIRECTOR (IF APPLICABLE) AND DEAN ENDORSEMENT

Department Chair/Multidisciplinary Center Director: _____

(*print name*)

Signature: _____ Date: _____

Amount the department/center is willing to cost share (if any): _____

Comment on the importance and centrality of the proposed Study Abroad course to the mission and goals of your department/center:

College Dean: _____

(*print name*)

Signature: _____ **Date:** _____

Please enter the amount the College is willing to cost share (if any): _____

SAPD 3 - Program Development Funding Request
Application Rubric

This rubric should be used by the applicant to develop the statement of purpose, and will be used by the reviewers to judge the efficacy of the proposed program. Categories will be judged on a scale of 1 – 3, with 3 being the highest. The total score will be averaged to create an overall assessment score. The final review will include a written recommendation of action that specifically addresses the evaluated criteria. Additional criteria may be used to assess the program viability on case-by-case basis. **Assessment of Faculty**	3	2	1
Previous international experience			
Knowledge of proposed area			
Knowledge of local language			
Relationship with local universities and businesses			
Clear plan for recruitment efforts			
Demonstrate the ability to act effectively in emergency situations			

Proposed Program Viability	3	2	1
Course meets University general core requirements			
Course meets departmental degree requirements			
Student interest in course			
Location serves course content			
Overall suitability of program for university			
Long-term sustainability of program			

Advancement of University Strategic Plan	3	2	1
Enhances international partnership			
Enhances curriculum			
Offers unique experience for students			
Operates in underserved global area			
Targets under-represented field of study			

Serves under-represented student population in Study Abroad: students with disabilities, minorities, athletes, first generation, etc.			

SAPD 4 - Program Development Funding Request

Site Assessment Rubric

Assess each category on a scale of 1 – 3, with 3 being the highest. Use the completed rubric as an aid to write a detailed review statement of the site, addressing each criterion. Include direct statements regarding how the site visit altered or augmented your program creation process, and how the location serves as a qualitative learning tool for the course.

Availability of Local Facilities and Services	3	2	1
Accessibility of course related locations			
Cultural venues: museums, parks, theatres			
Classrooms, computer labs, equipment, library (if relevant)			
Proper faculty and student accommodations			
Banks/money exchange/ATM			
Restaurants / grocery stores			
Local transportation			

Good Will and Resources	3	2	1
Attitude towards Americans			
Texas Tech relationship with local entities			
Local attitude towards international education			

Health and Safety	3	2	1
Overall safety of the location			
Accessibility of health services			
Safe and reliable transportation infrastructure			
Availability of on-site assistance			
Quality of drinking water and local food			

*If specific safety requirements are needed for the area, please explain in detail.