PREPARING YOUR STUDY ABROAD COURSE MATERIAL FOR APPROVAL

For those of you who are planning to conduct a short-term study abroad field trip, please note that there is an approval process you must undergo before the actual conduct of the field course.

The first step is to get preliminary approval from the Director of Study Abroad. To do this, procure a Study Abroad Planning Guide via email from nnichols@bsu.edu. Fill out the Proposal Coversheet and Budget form and otherwise follow the instructions included on the Proposal Coversheet. It must be emphasized that the Budget Planning Sheet also needs to be filled out. Chanda Fouse, Coordinator of Field Study Budgets, NQ 193, will advise you on planning your budget.

Submit all materials, as instructed, to the Director of Study Abroad. Once she/he gives preliminary approval to these initial materials, it is time for the next step of the approval process.

That step entails submission of course-related materials that must be vetted and approved by senior administrators. Submit these materials to Nola Nichols, RCIP. She will compile a notebook of all your materials. As part of these notebooks, Rinker Center for International Programs will provide an Approval Sheet, which will include signature lines for each administrator involved in the vetting/approval of your course(s). RCIP will also provide Risk Management documents such as Conduct Agreements, Liability Release forms, and Emergency Information forms. Nola will thensend the notebook to the relevant Chairs, Deans, the Associate Provost and Provost.

Below is a list of the items that you must submit, as well as an explanation of what must be included, respective to each item.

- Syllabi create syllabi for each and every course for which you are offering credit. No two syllabi are to be the same. If you are offering any graduate credit, you must create a separate graduate-level syllabus. Your syllabi must include:
 - Course description
 - Course goals (student learning outcomes)
 - Methods used to assess achievement of those goals
 - Daily and weekly activities/assignments including how each activity/assignment will lend itself to achieving course goals
 - Graphs showing how you will achieve 45 contact hours and how each student will engage in 90 "homework/assignment preparation" hours
 - Grade determination formulae weight of assignments and definition of all grades from A to F
 - Texts
- 2. Instructor CV (traditional CV format)
- 3. Current student list include:
 - Name
 - BSU ID#
 - Contact information
 - Major/minor
 - Class standing
 - GPA

For our convenience, here are templates for the forms (syllabi, CV's, and student lists) you are to provide. Also attached to this document are examples of materials that have been approved at every level.