



Study Abroad
OFFICE OF INTERNATIONAL PROGRAMS
SAM HOUSTON STATE UNIVERSITY

**Faculty-Led Study Abroad
Program Proposal**

Program Name:	Medical Clinical Practicum in Costa Rica		
Program Details			
Faculty Leader(s) Name(s):	John B. Pascarella		
SHSU Department:	Biological Sciences		
SHSU College:	Science and Engineering Technology		
Program Location(s):	San Jose, Costa Rica		
Address of Program Site:	Universidad de Iberoamerica (UNIBE), Costa Rica; Tibas, San Jose		
Does this Program Include Faculty from Multiple Colleges/ Departments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Department(s): Click or tap here to enter text. College(s): Click or tap here to enter text.		
Semester	May minimester (2025)	Dates of Instruction on Campus at SHSU:	May 9, May 27
Departure Date from Texas:	5/11/2025	Arrival Date at Destination:	5/11/2025
First Class Day Abroad:	5/12/2025	Last Class Day Abroad:	5/25/2025
Departure Date from Abroad:	5/26/2025	Arrival Date in Texas:	5/26/2025



Proposed Course to be Taught (Use Additional Course Sheet for programs with more than one course.)			
Course Prefix and Number:	BIOL 4080	Course Title:	Field and Experiential Biology
Course Description:	<i>This course provides students with a first-hand, off-campus, opportunity to experience biology in a specialized setting. Potential settings include both domestic and international sites, and may consist of particular ecological regions, biological reserves, field data collection sites, laboratories, and clinics. Variable credit (1-3). Prerequisite: Approval of Instructor.</i>		
Secondary Course Description:	This course provides students an opportunity to shadow medical practitioners in local and regional clinics and hospitals within the nationalized health care system of Costa Rica. Includes laboratory practicum in human anatomy and lectures on medical Spanish.		
Student Requirements:	While open to any major, this course is designed for students intending to pursue professional degrees in the health sciences. Students will need to meet general requirements to participate in a study abroad course at SHSU.		
Instructor for Course:	John B. Pascarella		
SHSU Credit Hours for Entire Course*:	3	SHSU Contact Hours for Entire Course*:	45
Identify the student learning objectives for the course. Learning objectives must match the learning objectives in the course syllabus and be comparable to objectives and number of objectives, for the same course offered on campus. List the objectives do not write: See syllabus. A minimum of four objectives must be listed.			
Students completing this course will be able to: <ul style="list-style-type: none">1. GAIN EXPOSURE TO CLINICAL POPULATIONS THROUGH DIRECT FIELDWORK EXPERIENCES2. IMPROVE SPANISH SPEAKING SKILLS WITH A SPECIFIC FOCUS ON SPANISH RELEVANT TO MEDICAL CONTEXTS3. LEARN ABOUT HEALTHCARE SYSTEMS IN COSTA RICA4. DEVELOP ENTRY-LEVEL CLINICAL SKILLS, SUCH AS PATIENT OBSERVATION AND SYMPTOM DOCUMENTATION5. DEVELOP AN AWARENESS OF AND SENSITIVITY TO CULTURAL ISSUES RELATED TO CLINICAL PRACTICE AND WELL-BEING6. LEARN ABOUT COSTA RICAN CULTURE			
Detail how the stated learning objectives will be assessed. The assessments must match the syllabus. Do not write: See syllabus.			
JOURNAL (INCLUDES REFLECTION ON EXPERIENCE)		100 PTS.	
FINAL PAPER (INCLUDES REFLECTION ON EXPERIENCE)		100 PTS	
Completion of Field Experiences		100 PTS	



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What is the rationale for teaching the course(s) at this location versus the SHSU campus? Students will have unique opportunities to observe the practices of medicine not available in the United States. Students will also engage in many cultural activities unique to Costa Rica.	
What is the projected number of student participants in this course? Minimum of 10, maximum of 12	[Required # of students is 10 undergraduate students or 5 graduate students registered per course.]
Will students be required to attend classes on campus before or after the study abroad component of the program? This must match the information provided in the syllabus and itinerary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Total number of contact hours for on-campus classes, not including orientation: 5

*Note: Students may not earn more than 1 semester credit hour per week over the course of the program. For example, a 3-week program cannot offer more than 3 semester credit hours.

Attach the abroad course syllabus, including reading list, for this course: See attached course syllabus

Attach program itinerary for the entire length of the program for this course, please use the itinerary template one itinerary per course): see attached program itinerary

Would you like to add an additional course?

☐ Yes

☐ No

COURSE SYLLABUS

BIOLOGY 4080

**FIELD AND EXPERIENTIAL BIOLOGY:
MEDICINE CLINICAL PRACTICUM IN COSTA RICA
3 CREDIT HOURS**

MINITERM SUMMER 2025 (MAY 9-MAY 27)

INSTRUCTOR

**DR. JOHN B. PASCARELLA
DEPARTMENT OF BIOLOGICAL
SCIENCES OFFICE: LSB 200M
PHONE: (936) 294-3149
E-MAIL: JBP014@SHSU.EDU**

COURSE DESCRIPTION

THIS COURSE PROVIDES STUDENTS WITH A FIRST-HAND OFF-CAMPUS OPPORTUNITY TO EXPERIENCE BIOLOGY IN A SPECIALIZED SETTING. POTENTIAL SETTINGS INCLUDE BOTH DOMESTIC AND INTERNATIONAL SITES, AND MAY CONSIST OF PARTICULAR ECOLOGICAL REGIONS, BIOLOGICAL RESERVES, FIELD DATA COLLECTION SITES, LABORATORIES, AND CLINICS. COURSE PREREQUISITES WILL BE TAILORED TO THE SPECIFIC OFF-CAMPUS COURSE OFFERING.

PREREQUISITES

OVERALL GPA OF 2.0 OF HIGHER, PERMISSION OF THE INSTRUCTOR.

METHODS OF INSTRUCTION

STUDENTS WILL PARTICIPATE IN A CULTURAL IMMERSION, STUDY ABROAD PROGRAM IN COSTA RICA. STUDENTS WILL RECEIVE FORMAL INSTRUCTION IN CLINICAL HEALTHCARE AND SPANISH THROUGH A PARTNERSHIP WITH UNIVERSIDAD DE IBEROAMERICA (UNIBE).

COURSE OBJECTIVES

- GAIN EXPOSURE TO CLINICAL POPULATIONS THROUGH DIRECT FIELDWORK EXPERIENCES
- IMPROVE SPANISH SPEAKING SKILLS WITH A SPECIFIC FOCUS ON SPANISH RELEVANT TO MEDICAL CONTEXTS
- LEARN ABOUT HEALTHCARE SYSTEMS IN COSTA RICA
- DEVELOP ENTRY-LEVEL CLINICAL SKILLS, SUCH AS PATIENT OBSERVATION AND SYMPTOM DOCUMENTATION
- DEVELOP AN AWARENESS OF AND SENSITIVITY TO CULTURAL ISSUES RELATED TO CLINICAL PRACTICE AND WELL-BEING
- LEARN ABOUT COSTA RICAN CULTURE

REQUIRED MATERIALS AND SUPPLIES

ALL REQUIRED MATERIALS AND SUPPLIES WILL BE PROVIDED BY UNIBE.

ATTENDANCE POLICY

ATTENDANCE AT ALL PROGRAM ACTIVITIES IS MANDATORY FOR COMPLETION OF THE COURSE.

METHODS OF EVALUATION

JOURNAL (INCLUDES REFLECTION ON EXPERIENCE)	100 PTS.
FINAL PAPER (INCLUDES REFLECTION ON EXPERIENCE)	100 PTS
COMPLETION OF FIELD EXPERIENCES	100 PTS

TOTAL	300 PTS.

THERE WILL BE NO EXTRA CREDIT AVAILABLE IN THIS COURSE.

COURSE GRADES WILL BE DETERMINED BY THE PERCENTAGE OF TOTAL POINTS THE STUDENT HAS EARNED, ACCORDING TO THE FOLLOWING GRADING SCALE:

90-100%	A	60-70%	D
80-90%	B	< 60%	F
70-80%	C		

DAILY JOURNAL ENTRIES OF AT LEAST ONE PAGE ARE REQUIRED FOR EACH DAY IN COSTA RICA. JOURNALS ARE DUE IN BLACKBOARD TUESDAY, MAY 27, 2025 BY 12 PM (NOON). INFORMATION REGARDING THE FINAL PAPER WILL BE PROVIDED AT A LATER DATE.

UNIVERSITY POLICIES

FOR UNIVERSITY POLICIES REGARDING ACADEMIC DISHONESTY, STUDENT ABSENCES ON RELIGIOUS HOLY DAYS, STUDENTS WITH DISABILITIES, AND VISITORS IN THE CLASSROOM, PLEASE SEE THE FOLLOWING WEBSITE: [HTTP://WWW.SHSU.EDU/SYLLABUS/](http://www.shsu.edu/syllabus/)

GENERAL EXPECTATIONS

STUDENTS ARE EXPECTED TO FOLLOW ALL SAFETY POLICIES PROVIDED BY SHSU AND UNIBE. ANY STUDENT FOUND IN VIOLATION OF A SAFETY POLICY WILL BE REQUIRED TO IMMEDIATELY RETURN TO THE U.S. AND WILL FAIL THE COURSE.

SCHEDULE

A ZOOM CLASS SESSION WILL BE HELD MAY 9 PROVIDING AN OVERVIEW OF COSTA RICA. STUDENTS ARE EXPECTED TO ARRIVE IN SAN JOSE, COSTA RICA ON Sunday, MAY 11TH, 2025. THE PROGRAM WILL FORMALLY BEGIN ON MONDAY, MAY 12TH AND END ON SUNDAY, MAY 25th. STUDENTS WILL DEPART COSTA RICA ON MONDAY MAY 26th. A FINAL ZOOM MEETING WILL BE HELD ON TUESDAY MAY 27TH,

TENTATIVE DAILY SCHEDULES FOR THE 2-WEEK PROGRAM IN MEDICINE
ARE PROVIDED ON THE FOLLOWING PAGES.



please, complete the following table for each course, ensuring that 1) all dates both on campus, if applicable, and abroad have been included and 2) the minimum THECB contact hour requirement has been met. Be mindful that students may not earn more than 1 semester credit hour per week over the course of the program. For example, a 3-week program cannot offer more than 3 semester credit hours.

*Corresponding number from program proposal

SHSU – MEDICAL ROTATION
DR. John Pascarella MAY II–
May 26, 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11/ May Arrival and transit to lodging	12/ May 9AM Welcome to UNIBE by Dean of Medicine 9:30 AM Orientation Session with Campus Tour 10:30-12:00 Lecture Costa Rican Health Care Systems by Dr. Araya 12MD Welcome Lunch	13/ May 8AM - 11:30AM Clinical Rotation Hospital Calderon 12:30-1:30 MD. Lunch 2PM – 4:00 PM Psychology Research Project	14/ May 8AM - 11:30AM Clinical Rotation Hospital Calderon 12MD. Lunch 2PM – 4:00PM Spanish Class.	15/ May 8AM - 11:30AM Clinical Rotation Hospital Calderon 12MD. Lunch. 2PM – 4:00PM Anatomy Lab	16/ May 8AM - 11:30AM Simulation Center 12MD. Lunch. 2PM Visit to San Jose Downtown: Museum and Market.	17/ May Day trip to Arenal Volcano/spend night
17/ May Return from Arenal in afternoon	19/ May 8AM - 11:30AM Journey and Creation Laboratory/Pharmacy 12MD Lunch. 2PM – 4:30PM Spanish Class.	20/ May 8AM - 11:30AM Clinical Rotation Ebais 12MD Lunch. 2PM – 4:30PM Lecture on Research	21/ May 8AM - 11:30AM Clinical Rotation Ebais 12MD Lunch. 2PM – 4:00PM Spanish Class. 6:00 pm Farewell dinner	22/ May 8AM - 11:30AM Voluntary Activity 12MD Lunch. Voluntary Activity	23/ May 6:30AM - 6PM One day Tour Doka - Volcán Poás - La Paz Waterfalls.	24/ May Manuel Antonio Weekend trip

25/May	26/May	27/May				
Manuel Antonio Weekend Trip	Departure to USA: transportation to airport provided by UNIBE	Zoom presentation of course reflections/ online journals due at noon				



Program Overview	
Give an overview of the program which can be used for marketing to students.	
The program consists of a 2-week course at the Universidad de Iberoamerica (UNIBE) in San Jose, Costa Rica. UNIBE is a private, non-profit university and has degree programs in four major areas: medicine, pharmacy, psychology, and nursing. Students will participate in a program in medicine and will gain observational experience in various healthcare clinics, as well as learn basic Spanish, including medical Spanish. Any student interested in a future career in health care/treating patients should consider taking this course. This course will provide students with experiences that can give them a competitive edge over other professional school applicants.	
Describe opportunities for cultural immersion in the host culture.	
Students will participate in site visits to numerous local medical facilities and interact with both medical/psychological professionals, Costa Rican patients, and Costa Rican medical students. They will also participate in Spanish language classes, and have opportunities to interact with local students and other community members. Weekend field trips will explore both local cultural attributes in the San Jose metropolitan area as well as trips to Coffee farms, a Volcano, a Zoo, and Waterfalls.	
If there are similar courses being offered by SHSU abroad, how will you ensure that your program does not conflict with the other program in regards to student enrollment?	
While a number of departments offer courses in Costa Rica, they are focused on Spanish language acquisition. With Dr. Pascarella offering two Costa Rica based courses, they appeal to different groups of students. The Medical Clinical Practicum course will be of interest to students interested in health careers while the Conservation Biology course will be of interest to students interested in conservation biology/environmental science careers. In addition, as the courses are offered at different times (May mini semester, Summer I), a student could take both if interested.	
Student Enrollment	
Will this program be open to students from other institutions? *Please note: If you are allowing non-SHSU students, these students cannot receive SHSU credit and cannot count as part of the minimum enrollment needed for the course to make, unless they are enrolled at SHSU as transient students according to the standard Admissions process.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many? Click or tap here to enter text.
Will you approve students to enroll in only one of the courses offered in this program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the minimum number of credit hours a student may take during the program?	3
What is the maximum number of credit hours a student may take during the program?	3
What is the minimum number of students for the program?	10
What is the maximum number of students for the program?	12
Describe your primary student audience(s) for this program and how you will promote enrollment.	
The Medical Clinical Practicum course will be of interest to students interested in health careers. Presentations will be made to student clubs such as SHAMOS and Minorities in Medicine. I will email all students with pre-professional affiliations. Course details will be promoted on the Biological Sciences website and Life Sciences Building Monitors. I will also participate in Study Abroad Fairs held by the GEC. I will also reach out to the Interim Dean of the College of Health Sciences, Dr. Ryan Zapalac, to have him promote the course within that college.	
Describe the contingency plan to cover financial losses?	



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If there are any uncovered expenses, the Department will cover them up to my annual funding amount (\$3250).

☒ I understand that if the program goes over budget my department/college will be responsible for covering any overages, not the students or the GEC.

Program Logistics

If applicable, please list the institutions, organizations, vendors, etc. in the US and location of travel with whom you are coordinating the details of your program.

Click or tap here to enter text.

Who will make logistical arrangements (housing, classroom space, excursions, etc.) for this program?

☐ Faculty Leader ☐ Independent Program Provider (API, ISA, Travel Agency, etc.) Viviana Sanchez, International Affairs Coordinator, UNIBE is coordinating the Medical Course. She is the Director of International Relations for UNIBE. I have known her for 8 years. ☒ Other [Identify Other]

How will the group travel to the study abroad location?

☒ Group Flight ☐ Independent flight arranged by students ☐ Other [Identify Other]

What type of accommodations will students stay in during the program?

☒ Hotel ☐ Shared apartment ☒ Homestay ☐ Student resident halls ☐ Other [Identify Other]

Who is arranging the accommodations: Viviana Sanchez

Do you require classroom space at the study abroad location?

☒ Yes ☐ No
Viviana Sanchez

Risk Management

What is your experience in the proposed location(s)?

I have extensive experience in Costa Rica. I spent a year studying abroad as a sophomore/junior at the Universidad de Costa Rica in 1987 while studying for my undergraduate degree at the University of Kansas. KU and UCR have the oldest exchange program between a US and Latin American university. While attending UCR, I spent the summer vacation working at Santa Rosa National Park for Dr. Dan Janzen, a prominent ecologist and was able to work in the nearby Volcan Cacao preserve. In 1990, I was hired by KU to serve as the Costa Rica Study Abroad Student Coordinator and worked at UCR from January –July, assisting the director with the study abroad program. In graduate school at the University of Miami, I spent the spring semester of 1991 in a field course in Costa Rica (Tropical Ecology) organized by OTS (Organization for Tropical Studies, a Costa Rica based conservation group). I then did research work at Palo Verde National Park in 1992 for preliminary studies in my PhD. Beginning in 2012, while serving as Dean of COSET at SHSU, I visited UNIBE to set up the Medical Clinical Practicum course that Dr. Anne Gaillard offered in 2013, 2014, and 2016. I also visited to set up the Field Ecology course offered in 2016 by Dr. Williams and Dr. Hargrave of Biological Sciences department. I attended the HACU meeting in Costa Rica in spring 2016 along with Dean Phillip Lyons. I led Computer Science and Engineering Technology faculty to participate in a seminar at Fidelitas University in 2018. I also led a group of faculty in January 2023 which developed two study abroad courses (one in Conservation Biology, one in Engineering Technology). I speak fluent Spanish and have travelled extensively in Costa Rica, visiting every major city and province. All together, I have approximately two years experience living in Costa Rica.

Will students need a visa?

☐ Yes ☒ No

[If yes, please provide as many details as possible on how students will get the visa and whether or not the cost is included in the program fee or if the students are expected to pay on their own.]



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What arrangements need to be made to address the needs of students with learning and/or physical disabilities? Please, check with SHSU's Services for Students with Disabilities (SSD) for guidance.			
For medical course, students will be able to participate in all activities without any major hurdles			
What is the current official travel advisory level for the program location(s) according to <u>US Department of State</u>? You can propose a program in a country with an advisory level 3 or 4 if due to COVID-19.			
As of July 2, 2024, the Costa Rica Travel Advisory is Level 2: Exercise Increased Caution. This is primarily due to crime. During the orientation, students will review the Department of State's COVID-19 page, enroll in the Smart Traveler Enrollment Program, and read the country information page for additional information. If a student travels on their own before or after the course, they will need to make plans for any additional travel.			
Are there any risk indicators provided by US Department of State or are there any known security/safety/health risks at the proposed program site, and how will these be addressed?			
The only risk indicator for Costa Rica is C (crime). This will be addressed in the orientation as well as once we arrive on site. The crime risk is greater for the Medical course as we are in public spaces in the urban area of the main population zone of the country. Students will need to be aware of risks.			
SHSU Program Contacts			
Faculty Leader:	John B. Pascarella		
Department & Mailbox:	Biological Sciences, 2116		
Email Address:	Jbp014@shsu.edu	Campus Phone:	936-294-3149
Additional Faculty/staff:	[Name and Title]		
Department & Mailbox:	[Please, list department and campus mailbox]		
Email Address:	[SHSU Email]	Campus Phone:	[SHSU Email]
Will this faculty/staff member accompany students on the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Faculty/staff:	[Name and Title]		
Department & Mailbox:	[Please, list department and campus mailbox]		
Email Address:	[SHSU Email]	Campus Phone:	[SHSU Email]
Will this faculty/staff member accompany students on the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
In-Country Contacts			
Primary Local Contact:	Viviana Sanchez		
Address:	UNIBE Universidad de Iberoamerica, Tibas, San Jose, Costa Rica		
Email Address:	vsanchez@unibe.ac.cr	Phone Number:	+1 (506) 2297-2242 ext 2105



Function:	International Relations Coordinator		
Additional Local Contact:	[Name and title]		
Address:	[Street address, city, country & postal code]		
Email Address:	Click or tap here to enter text.	Phone Number:	[Include Country Code.
Function:	[Housing, academic coordinator, travel agent, etc.]		
Supplementary Documents			
Attach the following materials to your program proposal:			
<input type="checkbox"/> Contracts, agreements, vendor quotes, etc. to justify program budget			
<input type="checkbox"/> CV's of non-SHSU on-site staff			
<input type="checkbox"/> Other attachments			

	San Houston State University		
	UNIBE Global Health Gateway: SHSU: Costa Rica Clinical Experience		
	May 11th - May 26th, 2025		
	10 students and 2 Faculties		
	ITEM	Cost	Faculty
Cost per 2 weeks	Transportation two weeks and transfer to/from airport	\$500	\$500
	Academic Activities: Orientation Lecture: Costa Rica Health Care System Clinical Rotation (4 Health Centers) mulation Center Anatomy Lab Spanish Classes Voluntary Activity	\$850	\$0
	Tour Downtown	\$50	\$50
	One Day Tour: Poas/Doka/Water Fall	\$190	\$190
	Two Day Tour: Arenal	\$430	\$430
	Two Day Tour: Manuel Antonio	\$400	\$400
	10 Lunches	\$250	\$250
	Housing in families (15 nights)	\$600	\$600
	Farewell Dinner at Ram Luna	\$60	\$60
	Student White Coat & ID	\$60	\$0
	Total Cost	\$3 390,00	\$2 480,00
	10 student	\$33 900,00	
	2 faculties	\$4 960,00	
		\$38 860,00	



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Program Budget

INSTRUCTIONS: Include ONLY costs that will be billed to the students through the program cost. DO NOT include costs the students will pay separately (ex: tuition, \$200 Study Abroad Service Fee, airfare, etc.). For faculty and other costs, only include those that will be included in the cost for the students not costs covered by department/college. For the estimated number of students, indicate the MINIMUM needed in order for the program to go.

Program Name: Medical Clinical Practicum in Costa Rica			Faculty Leader: John B. Pascarella			Program Dates: - May 9-May 27, 2025					
Department: Biological Sciences			College: Science and Engineering Technology			Min. # of Students: 10					
Student Costs	US \$	# of People	Subtotal	Faculty Costs	US \$	# of People	Subtotal	Other Costs	US \$	# of People	Subtotal
Airfare				Airfare	1200	1	1200	Facilities Fees	850	10	8500
Visa				Visa				Guest Speakers			
Lodging	600	10	6000	Lodging	600	1	600	Contingency			
Meals	250	10	2500	Meals	250	1	250	Phone/ Internet	180	1	180
In-country Travel	500	10	5000	In-country Travel	500	1	500	Group Meals	60	11	660
Insurance *	50	10	500	Insurance	50	1	50	Other (identify)- student lab coats	60	10	600
Site visit Fees	1070	10	10700	Site visit Fees	1070	1	1070				
TOTAL			24700	TOTAL			3620	TOTAL			

TOTAL PROGRAM BUDGET

38260

TOTAL COST PER STUDENT

3826

FOP

Faculty Leader	Signature	Signature if multiple Faculty/departments/colleges
John B Pascarella		
Department Chair		
Dean		
OIP		
Provost		
Budget Office		

Does this program have an existing FOP? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Existing FOP:	
710 Subtotal:	
720 Subtotal:	



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VP Finance

**Faculty-led Study Abroad
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Faculty Agreement

The following are SHSU requirements for faculty-led study abroad programs. Please be sure you understand and comply with all requirements.

SHSU Student Eligibility Requirements

- The minimum SHSU GPA requirement is 2.0 undergraduate, 3.5 graduate, and good judicial standing.
- All faculty-led program courses must, at a minimum, follow the prerequisites listed in the course catalog.
- Program-specific requirements are determined by the faculty leader based on academic content.

Faculty

- Courses abroad must be directly facilitated by a person holding a full-time SHSU faculty title (i.e. Assistant Professor, Associate Professor, Instructor, Clinical Professor, etc.).
- Faculty leaders must read and acknowledge the Texas Higher Education Coordinating Board (THECB) Standards for out-of-country courses.
- Faculty leaders must use the Global Engagement Center Study Abroad application to accept student applications for the program.
 - Program approval must be obtained from the Global Engagement Center in **advance of recruiting students**.
- The GEC will provide each student with a program evaluation and ask faculty to encourage students to complete it. The evaluation results will be shared with you upon request to strengthen future programs.

Scheduling

- All programs should be conducted within the dates of a single SHSU semester, either spring, fall, mini-session or any summer sessions.

Program Costs and Budget Development

- Faculty are responsible for developing the program budget and calculating cost per student.
- Faculty should understand the full program cost to the student and ensure students understand there will be additional charges outside of the program fee (e.g. tuition, flights, personal expense). **Note that for students to receive summer financial aid, undergraduate students must take six credits over the summer.**
- SHSU has limited competitive scholarship funding available for study abroad, administered through the GEC. The scholarship deadlines are fixed and not flexible. Because of this, the participating students must know their total program cost at a date well before their travel.

Logistics

- The use of third-party providers for services/deliverables (including transportation) in the foreign country is highly encouraged.
 - GEC can help faculty identify partner institutions abroad or third-party providers, which may help arrange or host components of the program. It is strongly recommended that faculty leaders begin planning 12-18 months in advance. There must be a contract in place with program providers/vendors.
- Faculty leaders are responsible for organizing all in-country transportation for the duration of the program.
 - Ground transportation providers must be licensed, insured, and in compliance with SHSU student travel policies.
- Faculty leaders are responsible for identifying safe/secure accommodations for students for the duration of the program.



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Health, Safety and Security Risk Mitigation

- Faculty leaders provide 24/7 emergency support for the duration of the program abroad. The Global Engagement Center will assist faculty in developing an emergency response and communication plan. All faculty leaders must have a cell phone on-site for emergencies and ensure the GEC has this information.
- Faculty leaders are responsible for mitigating risk while traveling with students and all aspects of risk management.
- Programs may only be offered in countries where the United States has official relations.

Academics

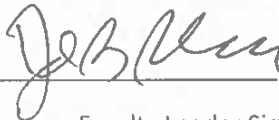
- Programs must meet the criteria of the college in which they are offered.
- All faculty are required to hold at least one pre-departure and one onsite orientation. The Global Engagement Center will give a mandatory health and safety presentation.

I have read and understand my responsibilities as a faculty leader for an SHSU faculty-led study abroad program. I agree to fulfill the requirements set forth above.

By signing below, the faculty leader agrees to abide by the policies and procedures set forth by the Global Engagement Center (GEC) for faculty-led programs. GEC reserves the right to cancel any program if it determines that the program is not meeting any of the guidelines in the policy manual or poses a safety and security risk to the student participants. Departments and Colleges also retain the right to cancel any program that does not meet internal rules or regulations.

John B Pascarella

Faculty Leader Name

 JBP

Faculty Leader Signature

Faculty Leader Name

Faculty Leader Signature



Department/College Approval

Faculty-led study abroad programs **must be sponsored and supported by their respective colleges**. As with traditional academic programs, the college is responsible for study abroad program academic standards, financial commitments, administrative coordination, and student advising. Additionally, the colleges are responsible for student residential and conduct issues while their faculty members are traveling with the program. Each college should consider its own strategies, resources, and priorities when planning faculty-led study abroad programs. They should prepare and apply their own internal procedures for preparing and presenting international study proposals.

Some considerations at the college level include:

- Benefits to the college and students and how the program fits with degree and career preparation.
- Course learning objectives and why international study is useful to reach these objectives.
- Designate administrative support to assist faculty with financial, compliance, and miscellaneous tasks related to program implementation and execution.
- Syllabi that meets SHSU and SACS criteria (undergraduate and graduate). SACS requires a separate syllabus with more rigorous grading and advanced assignments for graduate students.
- An existing course number must be offered.
- Alignment between credit hours given and work required to earn those hours, including assessment.
- Admission requirements and prerequisites (including language skills) at a minimum following the course catalog's requirements.
- Communication with academic advisors about the program for advising and promotion purposes.
- Student refund/cancellation policies impact on the department/college budget.
- Financial costs for the program (fixed and variable) and how students and college will share/divide those expenses, and how faculty leaders will be funded and/or compensated.
- Collaboration with other colleges that have similar learning objectives could reduce the burden of expenses and faculty costs.
- Qualifications of the faculty to lead the program in the academic area, host country skills, and handling possible student life/student conduct issues.
- Benefits of partnerships with non-SHSU program providers, financial obligations to partners, and third-party qualifications to lead/run such programs.
- Implementation of program assessment through student evaluations or other measures and metrics to indicate a "successful" program.
- Policy regarding how students from other institutions will be able (or will not be able) to participate.

PROGRAM APPROVAL

All programs must receive the Department Chair's and Dean's approval before the Global Engagement Center accepts and reviews for safety concerns, contact hours, and program viability. The following signatures indicate that the proposed program and/or course(s) to be taught abroad meet department and college standards and are approved to be taught abroad. If the program is cross-listed, both department chairs and deans must approve the program.

By signing below, the Department Chair and Dean of the College agree to abide by the policies and procedures the Global Engagement Center (GEC) set forth for faculty-led programs. The department/college will commit the necessary administrative, financial, and academic resources to support it. GEC reserves the right to cancel any program if it determines that the program is not meeting any of the guidelines in the policy manual or poses a safety and security risk.



Study Abroad
OFFICE OF INTERNATIONAL PROGRAMS
SAM HOUSTON STATE UNIVERSITY

Faculty-Led Study Abroad
Program Proposal

to the student participants. Departments and Colleges also retain the right to cancel any program that does not meet internal rules or regulations.

Paran Lynne

Department Chair Name

[Signature]

Department Chair Signature

Department Chair Name (if cross-listed)

Department Chair Signature (if cross-listed)

Dustin Jones

College Dean Name

[Signature]

Dean Signature

College Dean Name (if cross-listed)

Dean Signature (if cross-listed)

Office of International Programs/Office of Academic Planning and Assessment
Approval

GEC Name

Amy Gandara

APPD Name

GEC Signature

[Signature]

APPD Signature