

International Program Proposal Review

After approval by the appropriate college, operational elements of the program being proposed will be evaluated by Kennedy Center staff, while its academic quality and effectiveness are reviewed by the Academic Oversight Committee. This committee places special emphasis on clarity of learning outcomes and demonstration of appropriate purpose and rigor. Programs will be listed in the catalog under the sponsoring unit, and learning outcomes for approved programs should be placed on the BYU learning outcomes site. The sponsoring academic unit is responsible for program outcomes; however, the Oversight Committee will periodically review learning effectiveness in international programs.

Guidelines for operational aspects of international study programs may be found on our Faculty Resources page at <http://kennedy.byu.edu/isp/faculty/index.php>, listed as “Principles to Guide International Study Programs.” Programs must adhere to the BYU International Travel Policy found at travelsmart.byu.edu.

GENERAL PROGRAM INFORMATION

Please note that information in this section will be used to describe your program in the University Catalog.

Instructions: *Download this form to your computer before filling it out.*

Today's Date _____

Sponsoring Department/College _____

Program Type: Study Abroad
 Internship
 Field School
 Direct Enrollment
 Corporate Site Visits

Program Title (should reflect program outcomes, not just the location):

Program Location(s): _____

Program Cycle (semester/term, duration, and anticipated frequency and how it is determined):

Is this a new program or a previously approved program?

 New program

 Previously approved program

PROGRAM DETAILS: ACADEMIC

Please (a) summarize the overall **experiential learning** purpose(s) of this program and (b) explain how this purpose is best achieved by being taught in the proposed locations.

When during the academic year will the program be offered?

Note: *Each program requires students to enroll in academic credit. Study Abroad and Direct Enrollment Programs require a minimum of 12 credit hours per semester or 6 credit hours per term. Internship Programs require a minimum of 9 credit hours per semester or 4.5 credit hours per term.*

Required credit hours students will take while on the program: _____

Please complete the table below on all courses to be offered as part of the ISP **program**^[MB1].

Course Title	Number	Required Y/N	Elective Y/N	Offered for GE Credit Y/N

1. Degree-Level Learning Outcomes

Please list the degree-level learning outcomes that directly link to the proposed ISP program. Include a brief explanation of how your experiential learning program will contribute to these desired outcomes. (If the program outcomes relate to more than one degree program, please list the outcomes most relevant to your proposed ISP program. Please refer to learningoutcomes.byu.edu.)

Degree-Level Outcome	How ISP program contributes to degree outcome

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Course-Level Learning Outcomes for This ISP Program

Please list the 1–3 most vital course-level learning outcomes for each of the courses to be offered in the program and describe how experiential learning will be assessed. Note: The committee assumes that course outcomes for this international program will be achieved in a way different from the same courses taught on BYU campus.

Course 1			
Title: Course #: Catalog description:			
Expected Learning Outcomes	Sources of Evidence	Conclusions Based on Evidence Note: Columns 3&4 should be completed by the end of the second week after the program is completed	Actions Taken or Planned (closing the loop) What would you do differently and what advice would you give a future director of this program?
Outcome 1			
Outcome 2			
Outcome 3			

Course 2			
Title: Course #: Catalog Description:			
Outcome 1			
Outcome 2			
Outcome 3			
Course 3			
Title: Course #: Catalog Description:			
Outcome 1			

Outcome 2			
Outcome 3			

PROGRAM DETAILS: ACADEMIC

Indicate proposed excursion/site visit itinerary (plans at this point may change, but please be as specific as possible).

Site Name and Location	Course	Academic Purpose/Details of Interest
Ex: Hampton Court, Richmond suburb of London	History 201R	Self-guided tour of Henry VIII palace as part of unit on Tudor Dynasty in 16th-century England.

Indicate excursion/site visits not directly related to coursework

Site Name and Location		Details of Interest

PROGRAM DETAILS: OPERATIONAL

Faculty/Staff Involvement

Faculty/Staff Name	Area of specialization	Nature of involvement including level and duration of on-site oversight. If teaching, please indicate which courses.

Logistics

Indicate plans for student housing	
Describe how group travel will be handled	

Church Relations

International study programs should integrate students with the local Church where possible but should never be a burden on local members or leaders. To ensure proper protocol for contact with local Church leaders, all such communication should be initiated by the ISP office.

Describe how the proposed program will comply with this policy:

Local Impact

BYU international study programs should not create local dependencies or otherwise negatively affect the local community.

Indicate if this could be an issue with the proposed program and, if so, how it will be addressed:

Cultural Sensitivities

Describe any significant cultural differences or norms that students will need to adapt to in order to be successful on this program: Explain how students will be trained to be successful in this area:

Safety and Security Concerns

Describe unique safety or security risks associated with this program:
 Explain how the risks will be addressed in the pre-program training:
 Explain how the risks will be monitored during the program:

PROGRAM APPROVALS

Department chair of sponsoring academic unit	By signing this form you certify that your participating faculty are qualified and their participation is appropriate to their career progress and development.	[these criteria must be applied in every iteration of this program]
	Briefly explain the value added of this program in relation to department outcomes.	
	Signature	Date
College Dean		Date
ISP Operational Coordinator		Date
International Security Analyst		Date
ISP Academic Committee		Date
Kennedy Center Director		Date

ADDITIONAL APPROVALS IF OFFERING COURSES FROM OUTSIDE THE SPONSORING ACADEMIC UNIT

Name of Department

Department Chair	Date
College Dean	Date
Name of Department	
Department Chair	Date
College Dean	Date