



DREXEL UNIVERSITY

Office of

International Programs

Drexel University Office of International Program Policy for Approving International Experiences

Note: The approval form (see below) must be fully executed with all required signatures in order for any student travel to take place. There are no exceptions to this requirement.

An **International Experience** involves Drexel students traveling abroad on a program or project connected to the University and may take many forms including, but not limited to, the following:

- 1) a research project abroad that includes undergraduate and/or graduate students;
- 2) an outreach project abroad that includes undergraduate and/or graduate students;
- 3) a project abroad that involves civic engagement;
- 4) a project abroad that involves professional enrichment;
- 5) a project abroad that involves cultural enrichment;
- 6) an international residency that involves undergraduate and/or graduate students

Introduction

Taking into consideration the time and expense involved in planning successful international experiences, and most importantly, the need to ensure the safety of the students and to maintain the highest level of academic quality, we have adopted specific requirements for the approval of International Experiences. These requirements and related guidelines will assist Drexel faculty and students in planning and organizing effective international projects and will assist department heads, college deans, the Study Abroad staff, the General Counsel's staff, and the OIP in evaluating proposals. Faculty and students should consult available resources including the sample budgets, the Study Abroad Program proposal guidelines, United States Department of State (travel.state.gov) and Study Abroad staff in developing itineraries, budgets, and safety plans and ensuring due diligence in planning and implementing projects (<http://www.drexel.edu/international/resources/forms.html>)

Project Proposal Guidelines

When a project proposal is in the exploration or formulation stage, the faculty member(s) and/or students should contact the Office of International Programs led by Dr. Julie Mostov, Vice Provost for Global Initiatives (ois@drexel.edu or heidwest@drexel.edu) to discuss the program concept. Such discussions allow the OIP to determine required approval levels and to consider the various types of administrative arrangements that will

be necessary to implement the program. The discussion may also reveal possibilities of working with other Drexel faculty as well as other appropriate partners.

This project should have preliminary approval from the department chair and college/school dean. Subsequent steps in the development and review process involve travel planning, feasibility and logistics, as well as a general academic overview. It is essential to consider the project goals and objectives, academic expectations, pre-departure requirements, housing and meals, transportation, tentative daily schedule, site demographics, safety measures, etc.

Approval Procedure

The following forms must be filled out by the Program/Project Director (PD) with the required approvals (see below) and supplemental information (included in the summary below):

<u>Form</u>	<u>Deadline</u>	<u>Addressee</u>
International Experience Approval Form	3 months prior to the trip	OIP
Budget Projection	3 months prior to the trip	OIP
Liability Waiver	1 month prior to the trip	OIP
GRAND Faculty Travel Registration	1 month prior to the trip	OIP

Study Abroad Travel Registration 1 month prior to the trip Study Abroad (if applicable)

After the initial discussions and the subsequent development of necessary supporting data, the project proposal must be completed by the prospective PD. The academic program description and attached supplementary materials should include information regarding **itinerary and housing, health and visa requirements, and issues of safety and liability, including due diligence requirements for Risk Management and the General Counsel's office.** The OIP and Study Abroad office will assist with this process to assure that all required information is compiled in the proposal. (See summary of required information at the end of this section).

The PD is responsible for routing the project proposal in order to obtain all required signatures indicating that the program has the appropriate approval.

Summary of Required Information

- I. *Program Information*
 - A. Title of the program/project/experience

- B. Sponsoring College/School and Department
- C. Location of program/project/experience
- D. Beginning and ending dates
- E. Goals and Objectives of the Project
 1. Discuss the purpose of the project, what you hope to achieve, what the students will do and how they will benefit from the program
 2. How does the project tie into the work of the department/college/school?
 3. Possible research outcomes
- F. Project Director(s) – Name and Title, Contact information
- G. Instructor of record (name, title, terminal degree) if different from Project Director

II. Credit Information

- A. Name(s) and Number(s) **if for credit** (attach syllabus for each course).
- B. Number of credits
- C. Prerequisite(s) if any (including language instruction)
- D. Credit bearing activities: Description/Requirements
 1. describe the objectives and activities for students, and
 2. describe how activities meet credit requirements
- E. Description of the project evaluation plan

III. Participants

- A. Number of project participants expected, minimum/maximum numbers
- B. Majors, level of education

IV. Travel Arrangement and Logistics

- A. Country(ies) to be visited
- B. Tentative Schedule
 1. dates for the program
 2. itinerary (attach schedule)
- C. International and/or domestic airline(s)
- D. Ground transportation
- E. Housing arrangements (describe facility; provide address, contact person, phone, fax, etc.) Please use the Study Abroad Program Assessment Form.
- F. Security/safety plan
- G. Plans for site visit or documentation about site.

V. Faculty

- A. Qualifications of Drexel faculty on the project
- B. Qualifications of international faculty involved in the project

VI. Budget (attach budget worksheets)

VII. Pre-Departure Orientation (describe plan for pre-departure orientation)

VIII. Evaluation Plan (how will you know whether the overall program goals have been achieved?)

IX. Affiliated or Co-sponsoring International Institution

Required Approvals (see International Experience Approval Form [\(link\)](#))

The form entitled “International Experience Approval Form” includes the following required recommendations and approval:

Recommendations: Director of Study Abroad
V.P. for Research (if appropriate)

Approval: Department Head
College/School Dean
V.P. for Global Initiatives