



**The Pennsylvania State University
University Office of International Programs**

Review and Approval Guidelines

I. The Approval Process

The Dean of the University Office of International Programs is charged with the responsibility for coordinating, reviewing, signing, initiating, administering, evaluating, and providing oversight of all University agreements with an international dimension. Therefore, all international education programs offered for academic credit outside the fifty states of the United States must have the approval of the Dean of the University Office of International Programs (memo from Provost Erickson, December 8, 1999). An international education program is defined as any course or body of courses for which the substantive content is offered abroad (i.e., outside the bounds of the fifty states of the United States). Any contract and/or other agreements associated with an international education program must be reviewed by the Risk Management Office and signed by the Dean of the University Office of International Programs and by the University Treasurer.

International Education Programs must adhere to Senate policies (i.e., Senate policies on class contact hours and accreditation) and to International Education Programs and Studies Policy Guidelines as endorsed by the International Council. The International Education Programs and Studies unit within the University Office of International Programs is available for consultation in the development of program proposals. The following proposal development and review process guidelines have been established by the Dean of the University Office of International Programs, in conjunction with the International Council, to ensure compliance with University policies regarding international education program.

II. Requirements for Application

The Dean of the University Office of International Programs will base decisions about program approval on support or input from three sources:

- a) The College Dean(s) and department(s) at University Park or other colleges within the Penn State system, accrediting the courses offered within the frame of the program;
- b) The unit providing the administrative infrastructure to support the program (e.g., the International Education Programs and Studies unit and/or the International Students and Scholars unit within the University Office of International Programs, the Division of Conferences and Institutes within Continuing and Distance Education and/or comparable divisions at other colleges within the Penn State System; and
- c) The recommendations of the International Education Programs and Studies Advisory Committee (which is a subcommittee of International Council). The Advisory Committee to International Education Programs and Studies (ACIEPS) normally makes its recommendations for a new program to the Dean after receiving and reviewing a written proposal and satisfactory responses to questions raised in the review process. In the case of programs involving student exchanges, ACIEPS will solicit input from the International Students and Scholars unit with regard to proposed administrative procedures.

III. New Proposals for Semester or Year-long Programs

New proposals should be submitted to the Director of International Education Programs and Studies who will be responsible for the tracking of each proposal from original contact to final implementation. Proposals, consistent with the attached guidelines, should be submitted far enough in advance of the proposed starting date to allow sufficient lead time to ensure that a full review process can be completed before a program is offered officially for academic credit (usually 12 months or more), including time to address revisions as appropriate and negotiate contracts with partner

institutions. The sponsor must discuss the new program with either the Director of IEPS or his/her designee. Criteria to consider are realism of cost estimates in the proposal, whether the program competes with or complements other IEPS programs, if the proposed program represents an improvement over existing programs, support infrastructure at overseas sites, whether the program involves a key linkage university and, for exchange programs, how the proposal impacts on the critical number of incoming and outgoing students needed in an exchange program.

IV. The Role of the Advisory Committee

If the International Education Programs and Studies Advisory Committee endorses the proposal, the Chair of the Committee will sign the cover sheet and provide written comments on the Committee's endorsement. If the Committee does not endorse the proposal, the Chair will communicate with the author to identify additional clarification that is required or the reasons the Committee did not approve the proposal. Proposals receiving a positive recommendation from the ACIEPS will be returned to the Director of IEPS to permit a review to determine allocation of new and continuing resources, identification of appropriate contacts, and the most feasible starting date for the program. The final step in the process will be to transmit the proposal, with comments from ACIEPS and the administrative staff to the Dean of the University Office of International Programs for her signature.

V. Sample Time Frames

Using 2001 as a reference point, the following time frames will accommodate this process:

<i>Type of Program</i>	<i>Intended Implementation</i>	<i>Submit to IEPS Director</i>
Summer	Summer 2001	Early Spring Semester 2000
Student Exchange	Fall 2001	Early Fall Semester 2000
Special Design/Island	Fall 2001	Early Fall Semester 2000
Third Party Providers (e.g., CIEE, IES, AESOP)	Fall 2001	Early Spring Semester 2001

VI. Final Approval

If the Dean of the University Office of International Programs approves the proposal after reviewing the input, the unit responsible for offering the program will be informed in writing that it can proceed with contract preparation and implementation.

Program proposals should include a cover sheet for the appropriate approval signatures. The Dean(s) or his/her designee proposing the program and the head of the academic department that will provide and/or recognize course accreditations and departmental advising should sign the cover sheet before the proposal goes to the International Education Programs and Studies Advisory Committee.

VII. Short-term Overseas Experiences

Courses that have a brief experience abroad (e.g., a one- or two-week field trip or linked study) as a minor component (less than 20 percent of the overall content) of a course for which the substantive content is provided within the United States are excluded from the requirement to submit a proposal to the Dean of the University Office of International Programs. *However, it becomes the responsibility of the individual proposing any course that includes an international component to obtain and complete the IEPS Risk Management Form, obtain signatures indicating a favorable review by the Risk Management Office and to provide copies of this form and any supporting documents for return to the Assistant Director (Academics) in IEPS, a month before the program begins (see attached IEPS Risk Management ChecklistForm).*



SAMPLE FORM

PROGRAM PROPOSAL

UNIVERSITY OFFICE OF INTERNATIONAL EDUCATION PROGRAMS AND STUDIES

Signature Page

Location of the Program: Belize Central America

Host Institution: PSU York

Program Proposed by: Dr. William D. Eaton, DAA, PSU York

Program type:

Integrated: _____ Special PSU program: _____

Exchange: _____ One-time-only: _____

Duration of the Program:

Summer X Semester _____ Year _____

Continuing program X One-time-only _____

Proposed Date of Implementation: Summer 2001

Date Submitted to IEPS: October 24, 2000

Submitted by: William D. Eaton 10/26/00
Dr. William D. Eaton, Director of Academic Affairs Date

Approved by: Charles Bursey 11/1/98
Dr. Charles Bursey, Professor of Biology, BIOL 297 Date

Nancy L. Herron 10/22/00
Dr. Nancy L. Herron, Associate Dean of Academic Studies Date

Ingrid Blood 10/22/00
Dr. Ingrid Blood, Chair of the Advisory Committee Date

Stan Mayers 11/15/00
Dr. Stanley Mayers, Director, International Education & Studies Prog. Date

Beverly Lindsay 12/1/00
Dr. Beverly Lindsay, University Office of International Prog. & Studies Date

Instructions on Completing the Signature Page

Location of the Program: The actual location of the program. **Example:** Belize Central America

Host Institution: The University name. **Example:** PSU York

Program Proposed by: Name of person proposing the program. **Example:** Dr. William D. Eaton, DAA, PSU York

Program type: Please select the appropriate answer. Mark with an X

Integrated: _____ Special PSU program: X
Exchange: _____ One-way _____

Duration of the Program: Please select the appropriate answer(s). Mark with an X

Summer X Semester _____ Year _____
Continuing program X One-time-only _____

Proposed Date of Implementation: The date the program is in operation. **Example:** Summer 2001

Date submitted to IEPS: The actual date the program was submitted. **Example:** October 24, 2000

Submitted by: Individual to contact regarding approval status of the program.

Example: Dr. William D. Eaton (Signature) 10/26/00
Dr. William D. Eaton (type name & title) Date

Approved by:

- First:** The top lines are for course approval personnel. Provide their name, title, course name, & number.
- Second:** The name and title of the department head that will provide academic accreditation.
- Third:** Chair of the Advisory Committee (provided by IEPS staff)
- Fourth:** Director of the International Education Programs and Studies (provided by IEPS staff)
- Fifth:** Dean of University Office of International Programs and Studies (provided by IEPS staff)

PENNSTATE



PROGRAM PROPOSAL

**UNIVERSITY OFFICE OF
INTERNATIONAL EDUCATION PROGRAMS AND STUDIES**

SIGNATURE PAGE

Location of the Program: _____

Host Institution: _____

Program Proposed by: _____

Program type:

Integrated: _____ Special PSU program: _____

Exchange: _____ One way: _____

Duration of the Program:

Summer _____ Semester _____ Year _____

Continuing program _____ One-time-only _____

Proposed Date of Implementation: _____

Date Submitted to IEPS: _____

Submitted by: _____

Approved by: _____

Date

Date

Date

Date

Date

Date



PROPOSAL GUIDELINES OFFICE OF INTERNATIONAL EDUCATION PROGRAMS AND STUDIES

PROPOSAL CONTENT

1. Goals and objectives of the program

- What is the rationale for offering the program at the specified location rather than at PSU?
- How does the program complement the University's existing portfolio of international education programs?
- How does the program complement and support academic degree programs at Penn State?
- How will the program fulfill the international education or cultural diversity requirement?
- What provisions are there for cultural immersion and/or classroom integration as an integral part of the program?

2. Program description and structure

- Location and institutional affiliations
- Duration
- Program content, including courses and/or internships to be offered
- Approval from the appropriate departments where courses will be accredited (attach signed forms/letters)
- Credits and approximate number of contact hours for the courses and internships to be offered
- Faculty involved in teaching the courses—host institution or PSU faculty or other
- Language(s) of instruction
- Performance evaluation (e.g., how will grades be assigned)
- Use of on-site resources not available at PSU (experts, historic sites, museums, computers, laboratories, etc.)

3. Host institution or on-site program support at every location of the program

- Housing accommodations (e.g., dorms, host family, independent accommodations)
- Board (e.g., dining contracts, kitchen facilities)
- On-site coordinator's responsibilities (orientation, administrative and advising support)
- Educational travel (e.g., organized tours, field trips)
- Health and safety provisions
- Insurance/liability
- Provisions for students with disabilities
- Access to library and computer facilities; Internet access

4. Target audience

- What students most likely will participate in and/or benefit from the program; Is the program intended for undergraduate students in specific majors?
- Is the program of potential interest to graduate students and/or professional students?
- Is the program accessible to students at University Park and other system-wide colleges and campuses (in terms of prerequisites)?
- What is the projected maximum/minimum number of students on the program?

5. Program prerequisites

- Course completion requirements, if any
- Grade point average
- Semester standing
- Language proficiency requirements
- Other

6. PSU program support

- Who will provide administrative support (e.g., IEPS or academic unit)?
- Who will promote and market the program?
- Who will recruit, select, and advise the students?
- Who will provide the students' pre-departure orientations?
- Who will oversee the academic content and delivery?
- Who will provide administrative and fiscal support?
- Procedures for payment of faculty and staff (as appropriate)

7. Program budget and student costs

- Tuition and fees
- Room and board
- Travel
- Other costs associated with program (e.g., required insurance coverage, costs of field trips or special study units, etc.)

8. Program evaluation and assessment procedures

- How will the program be evaluated to determine if its goals/objectives are met?
- How frequently will evaluations be conducted?
- Who will conduct evaluations?
- Who will provide input to evaluations?
- What quality assurance procedures will be followed?
- How will changes in the program content or location, that might occur after implementation, be evaluated?
- Who will have responsibility for approving these changes?
- How will the students' academic achievement be evaluated?
- How will this program contribute to fulfilling the Strategic Plans for internationalizing the University?