Proposal Checklist: New Pitzer-Approved Study Abroad Programs

To expand upon the *Guiding Principles for Opening and Closing Pitzer-Approved Study Abroad Programs*, the checklist below outlines information that the Study Abroad and International Programs (SAIP) Committee expects to receive from faculty, staff, or students seeking to add a new Study Abroad Program to Pitzer College's approved list. An initial proposal will generally be 1-2 pages in length, and a final proposal will generally be 6-10 pages in length. Supplemental proposal materials should be included in an optional Appendix. The level of detail expected in the proposals will vary, depending on the nature of the program.

Step 1: Initial Proposal (1-2 pages)

Faculty, staff, or students interested in proposing that Pitzer College approve a new Study Abroad Program should complete an initial proposal with the information provided below. They are encouraged to first contact the Senior Director of Study Abroad and International Programs and the Director of IGLAS to discuss their goals, the general process and timeline for approvals, and ways to obtain information expected in the initial and final proposal to the SAIP Committee. The Senior Director of Study Abroad and International Programs and the Director of IGLAS will report on any such interest from the community to other members of the SAIP Committee.

Initial Proposal Checklist

I.   **Program Summary (bullet list format)**
   - Program name
   - Program type (Pitzer Direct-Run, Exchange, Third-Party, Direct Enroll)
   - Host institution / Sponsoring organization
   - Link to program website
   - Program location
   - Available term(s)
   - Expected number of credits offered
   - Academic subjects offered
   - Housing arrangement offered (homestay, apartment, dorm, etc.)
   - Program cost (published program cost, including tuition, room and board, and other expenses)

II.   **Necessary Criteria (narrative format, addressing each of the points below)**
   - Background: Why this program is being proposed
   - Demonstration of student interest
   - Academic needs: List the program's expected learning outcomes, and describe how the program fulfills an academic need
   - Alignment with Pitzer values, educational objectives, and/or student learning outcomes
   - Local Resources: Describe the program's administration and student support services

- Health & Safety: List the location's [Travel Advisory Level](#) (according to US Department of State), as well as foreseeable health and safety risks and reasonable mitigation strategies
- Input from the Office of Study Abroad & International Programs: Include any relevant notes from SAIP Office consultation (i.e., past student interest via petitions for non-approved programs, exchange balances, past student evaluations or program reviews, etc.)

Step 2: Final Proposal (6-10 total pages)
The final, formal proposal to the SAIP Committee should expand upon the initial proposal and provide the additional information outlined below.

Final Proposal Checklist
Sections I and II from the Initial Checklist

III.   Desirable Criteria (narrative format, addressing <u>all relevant</u> points below)
- Curricular connections with existing majors, minors, and programs on campus that take into account curricular diversity, balance, integration, and expansion
- Linkage to Pitzer faculty teaching and research
- Adds geographical breadth and experience with a diverse set of communities
- Community support (students, parental support, staff, and faculty)
- Financial and programmatic sustainability

IV.   Program Details (narrative format, addressing <u>each</u> of the points below)
- Institution/Organization Overview: Describe the host university(ies) and/or program provider, including notable strengths, existing institutional partners in the U.S. and abroad, how many study abroad students they serve each year, etc.
- Academics, student learning & development: Describe required and optional courses (including links to syllabi, if available); language of instruction; how transcripts are issued; credit system; faculty teaching courses; methods of grading/evaluation; foreign language courses offered/required; academic calendar
- Extracurricular activities & experiential learning opportunities: Describe curricular and co-curricular activities that facilitate engagement with the host community and culture, such as excursions, internship opportunities, research, access to student organizations, volunteering, etc.
- Student selection & preparation: Describe eligibility requirements and pre-requisites; overall program size and expected Pitzer enrollment; general profile of student participants; pre-departure support or requirements for the program; any arrival or on-site orientation requirements
- Program administration & support: Describe the program's administrative structure and staffing and any additional student support resources not described in Part II above. Comment on support services provided to students with diverse identities.

- Housing and meals: Describe housing/meal options and how the residential experience contributes to the program objectives
- Financials: Add any additional financial information not captured in the cost listed in Section I, such as whether scholarships are available, how program costs compare to other programs offered in the same location, etc.
- Health, safety, and security: Expanding on Section II above, indicate whether the program requires a health insurance product in addition to the Pitzer Zurich Policy, and describe health resources available to students; resources for students with disabilities; any specialized risks or risk management practices employed by the program; and emergency contacts.

V.   Appendix (optional)
- Site visit report(s)
- Past evaluations from students, program directors, or program reviewers
- Endorsements from Pitzer/5C faculty or field groups