

OREGON INSTITUTE OF TECHNOLOGY
Study Abroad Program Planning & Approval Form

Stage 2: Program Planning & Approval

Office of Global Engagement and Study Abroad

Annual Submission Deadline: October 1 | Submit to: mehtap.ricer@oit.edu

Before You Begin

This form is Stage 2 of the study abroad approval process. You should only complete this form after receiving pre-approval (Stage 1) from the Office of Global Engagement and Study Abroad and your department.

Budget figures and logistics at this stage are preliminary estimates. Costs may change during program development. Please describe your contingency plan where applicable.

Section 1. Program Description

A draft syllabus must be attached. Responses should be substantive (4–8 sentences each).

Academic Rationale:

How does this course fit into academic programs, general education, or institutional/global priorities?

Alignment with Degree / Institutional Goals:

Student Learning Outcomes:

List 3–5 measurable outcomes.

Experiential Components:

Site visits, cultural immersion, service learning, research, internships, etc.

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Student Assessment Methods:

Describe how student learning will be assessed during and after the program. If assessment methods are detailed in the attached syllabus, note that here and provide a summary.

Section 2. Location & Partnerships (Detailed)

Visa / Entry Requirements for Students:

Describe visa or entry requirements for the destination country. Confirm that all participating students have been advised of these requirements.

All participating students have been advised of visa/entry requirements Requirements still being confirmed

Language of Instruction:

English Other: _____

On-Site Contact:

On-Site Contact Name:	On-Site Contact Email / Phone:

Section 3. Logistics & Risk Management

Provide detailed, specific information for each category. All plans are preliminary estimates at this stage and may be refined during program development.

Housing Arrangements:

Type: Hotel Dormitory Homestay Other: _____

Confirmed? Yes No — expected confirmation date: _____

Describe housing arrangements and any accessibility considerations:

How will accessibility needs be accommodated for students with disabilities?

Transportation Plans:

Include international flights, local transportation, excursions, and airport transfers. Note: All travel bookings must comply with current BAO policy. Please confirm with the Office of Global Engagement and Study Abroad before booking.

Health & Safety Considerations:

Describe known risks, required vaccinations, emergency contacts, and proximity to hospitals or clinics.

Travel Insurance:

Study abroad travel insurance must be Oregon Tech’s approved travel insurance purchased through Risk Management.

Travel Insurance Provider:	
Confirmed with Risk Management?	<input type="checkbox"/> Yes <input type="checkbox"/> Not yet

Emergency Protocol Summary:

Who do students contact first? What is the faculty lead’s protocol if a student requires hospitalization?

Faculty Coverage & Supervision Plan:

Please describe the faculty-to-student supervision ratio and your plan if the faculty lead becomes unavailable abroad. For programs with 10+ students, a co-faculty lead or designated backup is strongly recommended.

Faculty-to-Student Ratio: _____

Section 4. Budget Overview

Please complete the table below and attach a detailed budget worksheet. All cost estimates are preliminary at this stage and may be refined during program development.

Budget Category	Included? (Y/N)	Estimated Cost (per student)	Notes / Details
Airfare			

Housing			
Meals			
Excursions / Activities			
Travel Insurance			
Local Transportation			
Visa / Entry Fees			
Other (specify)			
TOTAL (estimated)			

Funding Sources:

Student fees Department support Grant funding OIT Foundation Other: _____

Faculty Travel Costs:

Please provide estimated faculty travel expenses and identify the funding source. Faculty travel costs should not be included in the student program fee.

Estimated Total: _____

Funding Source: _____

Contingency Plan:

If program costs increase after students commit, describe how you will handle the difference.

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Student Payment Method:

Please coordinate with BAO and Office of Global Engagement and Study Abroad before selecting a method. Please do not advertise a program fee until payment method is confirmed with BAO.

Student Deposit (BAO-managed index) Course Fee To be determined — BAO consultation scheduled for: _____

Has BAO confirmed the payment setup for this program?

Yes — confirmed by: _____ Date: _____ Not yet

Financial Aid / Scholarship Opportunities for Students (if known):

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Section 5. Recruitment & Accessibility Plan

Oregon Tech is committed to expanding access to global education, particularly for students from underrepresented or lower-income backgrounds.

Describe your plan to recruit and advertise this program to students:

Please include planned outreach timeline, target departments, and how you will reach students who may not self-identify as 'study abroad types.'

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How will you support students who face financial barriers to participation?

Is this program designed to be repeatable?

Yes No Possibly — explain: _____

Section 5B. Student Conduct & Institutional Representation

OIT's Student Code of Conduct applies to all study abroad programs. The following confirms standard institutional expectations.

Student Code of Conduct Acknowledgment:

- I confirm that all participating students will be briefed on OIT's Student Code of Conduct before departure
- Students will sign a Program Participation Agreement acknowledging conduct expectations (attach if available)

Institutional Representation:

Office of Global Engagement and Study Abroad provides a standard institutional representation briefing for all study abroad participants. If you plan to supplement this with program-specific guidance, please describe below.

Protocol for Conduct Violations During the Program:

Office of Global Engagement and Study Abroad is developing a standard protocol for conduct violations abroad. If your program has unique considerations, please describe them below.

Section 6. Faculty Mentorship & Training

For faculty who are new to leading study abroad programs, OIT encourages a mentorship approach. Since more than one faculty member is required for programs, this can be built into the program structure.

Is this your first time leading a study abroad program?

Yes No

If yes, do you have a mentor or experienced co-lead identified?

Yes — Name: _____

No — would like the Office of Global Engagement and Study Abroad to help identify one

What training or preparation have you completed or plan to complete?

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Section 7. Required Attachments Checklist

All items marked Required must be submitted with this form. Incomplete submissions will not be forwarded to the Global Education Committee.

- Draft syllabus (Required)
 - Course outline (Required)
 - Preliminary itinerary — daily/weekly schedule (Required)
 - Detailed budget worksheet (Required)
 - Faculty CV with emphasis on international experience (Required)
 - Partner institution agreement or MOU (if applicable)
 - Evidence of prior institutional relationships with partner (if applicable)
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Department Chair & Dean Review Rubric

Please complete this rubric when reviewing proposals forwarded by the faculty lead and return to the Office of Global Engagement and Study Abroad with signatures.

Academic Quality

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Clear alignment with program/degree requirements or general education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well-defined, measurable learning outcomes (3–5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Syllabus and course outline attached and complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Program Design

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Appropriate duration and structure for short-term study abroad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meaningful experiential components described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preliminary itinerary attached and feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Logistics & Risk Management

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Adequate housing and transportation plans described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health, safety, and emergency protocols addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Faculty lead has relevant international experience or preparation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel advisory level noted and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Budget & Feasibility

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Budget worksheet attached and costs itemized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Estimated program fee reasonable and transparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cost contingency plan described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Funding sources identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Overall Recommendation:

Forward to Global Education Committee

Return to Faculty for Revision

Comments / Required Revisions:

Chair/Dean Reviewer Name:	Date:
Signature:	Department / College:

Global Education Committee Review Rubric

For use by the Global Education Committee after proposals are forwarded by the Provost's Office.

Alignment with Institutional Goals

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Advances Oregon Tech's global engagement mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Promotes intercultural competence and global learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broadens opportunities across multiple majors or student populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Accessibility & Equity

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Program is affordable and accessible to a broad student population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recruitment plan encourages participation from underrepresented groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial barrier mitigation strategies described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Partnerships & Sustainability

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Builds or strengthens long-term international partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program is financially and logistically sustainable for future years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Risk Management & Student Support

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Adequate emergency planning, insurance, and health/safety protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student support strategies for international environments are clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Travel advisory level is appropriate; risk reviewed if Level 3+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Overall Institutional Benefit

Criterion	Meets Standard	Needs Revision	Does Not Meet	Notes
Adds unique opportunities not otherwise available to Oregon Tech students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contributes to Oregon Tech's reputation and global visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Committee Recommendation:

- Recommend
 Recommend with Modifications

Comments / Required Modifications:

Committee Chair Name:	Date:
Committee Chair Signature:	

Provost Final Approval

Provost Decision:

- Approve
 Approve with Modifications

Comments:

Provost Signature:	Date:

Administrative Notifications (For Office Use Only)

- Business Office notified to create program index
- Registrar notified to create course in system
- PACS / Procurement and Risk Officer notified to bind travel insurance — student roster submitted
- Travel insurance confirmation received
- ITS notified of student international travel — MFA / authentication support arranged

- Faculty notified of approval and next steps
- Program added to Study Abroad website and tracking log

Processed by:	Date: