

Global Education Proposal & Application for Program Support

College of Education and Human Development



EDUCATION
& HUMAN DEVELOPMENT
TEXAS A&M UNIVERSITY

Submit this completed proposal along with required documents (see checklist) to the CEHD Program Coordinator for Global Education by the deadline below.

Spring term experiences: June 1 Summer term experiences: October 1 Fall term experiences: December 1

All experiences are required to have a minimum of 8 students and two CEHD faculty/staff leaders. The College offers faculty and students support as a way to make global education efforts possible. Specifically,

- CEHD will cover the program cost for one CEHD faculty/staff leader. Another CEHD faculty/staff leader's travel expenses will need to
 - o Be covered in student fees; or
 - o Be picked up by the department.
- CEHD supports students through program support funding. These are monies provided directly to the programs, thereby lessening the fees and other costs students might pay. This support ranges:
 - o up to \$500 per student for domestic field trips;
 - o up to \$1000 per student for international field trips; and
 - o up to \$2000 per student for faculty led trips (full semester study abroad programs).

Awards are subject to change based on availability of funds.

Priority will be given to programs in Latin America and the Caribbean and to programs that are cost effective for students.

PROGRAM FACULTY

Faculty of record for the course(s) associated with the trip

Name: _____ Date of birth: _____ Gender: _____ Citizenship: _____
Department: _____ Email: _____ Mailstop: _____ Phone: _____

Other Texas A&M Faculty/Staff members participating on the trip (add additional lines as needed):

Name: _____ Date of birth: _____ Gender: _____ Citizenship: _____
Department: _____ Email: _____ Mailstop: _____ Phone: _____

PROGRAM INFORMATION

Program Name: A&M
(A&M Country/Location: Name of Program)

Dates of Travel: _____ Term: _____

Location(s) of experience: _____
(Include all cities and countries or states.)

Course Titles and Numbers: _____

Estimated Number of Student Participants: _____ Estimated Number of Student Leaders _____

Estimated Number of GA's or TA's _____ Estimated Number of Faculty/Staff Participants _____

Will any faculty travel be paid through student study abroad/field trip fees? YES NO

PROPOSAL

The proposal for Global Experiences should address the following items:

1. How the experience will result in a high-impact learning experience for your students?
2. How the location enhances student learning?
3. The anticipated or documented academic or career benefits to Texas A&M students?
4. Are there additional [High Impact Learning Experience](#) associated with this trip?
 - Common intellectual experiences
 - Learning communities
 - Writing-intensive courses
 - Collaborative assignments and projects
 - Undergraduate research
 - Capstone courses and projects
 - Diversity and Global Learning in course or programs that examine “difficult differences”
 - Service- or community-based learning
 - Internships

Are there any known risks associated with the academic program you are planning abroad? ___ Yes ___ No
(Please identify the risks and describe how they will be addressed on a separate page and attach to this application)

How will you document students’ progress on the following TAMU Student Learning Outcome (for undergraduates): “Demonstrate social, cultural, and global competence”?

___survey ___ reflective papers ___ journal ___ presentations ___debriefing sessions ___other – please describe

More information about all the University Learning Outcomes for Undergraduates and Graduates may be found at [Learning Outcomes](#).

Is there any additional information you would like to include about your program? (If so please describe it here or attach other documents to this proposal.) _____

STUDENT BILLING & DUE DATES (*It only applies to Field Trips)

- Students will be billed a \$500 **non-refundable** deposit once their application is confirmed.
No replacement/additional students can be added to the roster after these dates:
Oct. 15th-Spring term; Feb. 15th-Summer term; March 15th-Fall term.
- The final billing will be done one month later.
There will be **no refund** if they withdraw after: Dec. 15th-Spring term; Apr. 15th-Summer term; May 15th-Fall term.

SIGNATURES

Add additional lines if needed.

Faculty Leader: _____ Date: _____

Faculty Leader: _____ Date: _____

Department Head: _____ Date: _____

PROPOSAL CHECKLIST

To successfully apply for funding, please submit this completed application along with the required attachments.

- Complete all sections of the application form, including signatures.
- Include a draft course syllabus for each proposed course to be taught, including 485, 491, or other individualized courses, that clearly articulates how the experience will be imbedded within the course.
- A proposed budget (see attached budget template) for the experience. (Contact Alice Zhang if there are any questions.)
- If the program takes places after the end of the term please provide justification as to how final grades will be administered after the grade deadline.
- Include a preliminary itinerary for the program, including any planned courses, field experiences and other activities during the course or pre/post departure.

Please return the completed application packet to Alice Zhang (alice.zhang@tamu.edu).

Global Education Experiences Budget

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Name of Program:
Location:
Dates of Travel:
Program Leaders:
Number of Students:
Exchange Rate (if applicable)

ACTIVITY/EXPENSE	TOTAL LEADER EXPENSES	PER STUDENT EXPENSES	OVERHEAD	TOTAL EXPENSE	NOTES
Vendors					
Airfare					
Transportation to/from Airport					
Luggage Fees/Transportation					
Hotel 1					
Hotel 2					
Hotel 3					
On-site Transportation 1					
On-site Transportation 2					
On-site Transportation 3					
Excursion/Cultural Activity 1					
Excursion/Cultural Activity 2					
Excursion/Cultural Activity 3					
Excursion/Cultural Activity 4					
Excursion/Cultural Activity 5					
Other					
Other					
Other					
Miscellaneous					
SAPO Fee(Int'l only - \$45/student)					
Program Leader Meal Allowance					
Group Meals					
Meals for Guests					
Supplies and Materials					
Internet					
Guest Lecturers					
Gratuities/Gifts (tour guides,					
Cell Phone/Communication					
Service Learning					
Other					
Other					
Contingency Expenses (wire fees,					
External Funding					
Aggies Commit - Int'l/Domestic Exp					
Aggies Commit - Service Learning					
Other Source					
Other Source					
Totals					
Sub total Program Leader					
Sub total per student expenses					
Sub Total Overhead					
Sub total					
Sub total program subsidies					
Net Program Expense					
Program Fee Per Student					