**Study Abroad & Global Experiences**

**Program Proposal Review & Ranking Instructions | 2020 Programs**

1. **ELIGIBILITY CRITERIA**

Study Abroad program proposals must:

* be completed fully; including signatures submitted by the deadline of February 28, 2019.
* include all the required attachments: program proposal expense worksheet, course outline, program provider proposal and itineraries.

*NOTE:  Proposals not meeting these criteria will not be considered.*

1. **REVIEW PROCESS**

The following outlines the proposal review process for all applications to lead a study abroad program.

* **PROPOSAL REVIEW -** The SAGE Committee and International Education Connections Team review and/or determine which short-term study abroad programs will be approved. Each program proposal packet will be reviewed by three evaluators using an evaluation rubric. Merit will be given to high-ranking proposals that also align with the committee’s guiding principles (see below). Applicants will be notified if their program is accepted, denied, or waitlisted the first week of April and receive a copy of their completed rubrics. *NOTE: The Director of Curriculum Initiatives, Manager of Study Abroad Programs, and SAGE committee members submitting their own proposals are non-voting members.*
* **GUIDING PRINCIPLES -** 
  + The total number of programs approved will depend on the minimum number of students each program is required to take and the scholarship funds available for the year
  + Even spread of programs over spring break, summer A, and summer B terms
  + Variation of destinations and courses for each term; including increasing the number of courses that fall within general education and limiting the number of international Service Learning independent courses (SLS2940) to one per a term
  + Equal representation from returning program leaders and new program leaders
  + Affordability of programs:
    - Overall program price when considering the SAGE scholarship
    - Added costs for programs without co-leaders and require a PLIT
  + Past faculty and staff that participated as a Program Leader in Training (PLIT) who are submitting a proposal within two years of being a PLIT
* **BONUS POINTS -** Each program will be given additional bonus points based on the following guidelines:
  + Proposals that are equal to or less than $2,600 (5pts)
  + Proposals that fall within $2,601 to $3,000 (2pts)
  + Proposals that include a unique experience that appeals to students, including:
    - Does not duplicate existing programs (2pts)
    - Program destination is distinctive (2pts)
    - Incorporates a High Impact Practice as defined by the college’s [Faculty and Incentive Plan](https://valenciacollege.edu/faculty/faculty-incentive-plan/high-impact-practices-plan.cfm) (2pts)
  + Proposals that involve a course that is included in the listing of the core general education program for the following core areas of academic courses: communications, mathematics, humanities, sciences, and social sciences (5pts)
  + Proposals that include the following applicant(s) (Excluding program cancellations due to low enrollment):
    - Those applying within two years of being a PLIT (5pts)
    - First-time applicants (5pts)
    - Returning program leaders that have only a one-year history of leading study abroad (5pts)
    - Returning program leaders who have taken 2 or more years off (5pts)
    - Returning program leaders who met their required minimum enrollment (8 for new leaders and 10 for returning leaders) during the last year they offered a short-term study abroad program (5pts)
* Proposal that include the following applicant(s) (Excluding program cancellations due to low enrollment):
  + Returning program leaders that have taken 1 year off (2pts)
  + Proposals that have a primary program leader and co-leader identified (2pts)

1. **ADDITIONAL CONSIDERATIONS**

* If the same program (country, course) is submitted by the same program leader/co-program leader two years in a row and cancels, it will not be considered for funding for at least three years.
* If a Program Leader was a PLIT and does not submit a proposal to lead within two years of when they traveled, they will be required to undergo an appeal process with the SAGE Committee. Please contact Robyn Brighton for more information.
* Only summer B programs can be waitlisted in the event that a spring break program is cancelled.
* Programs can be tentatively approved with recommendations made by the SAGE Committee (Ex. Modify term of travel, program provider, budget modifications, program provider).
* Program leaders are limited to leading one program per year.