

## Iowa State University Education Abroad Committee Proposal Rubric

Criteria	Acceptable	Needs Improvement	Comments
<b>Program Description</b>			
Is the description of the program sufficiently clear to understand the purpose and destinations involved?			
<b>Signatures</b>			
Does the proposal have all of the appropriate signatures?			
<b>Course Offering Form</b>			
Is the number of credits consistent with student workload and time abroad?			
Is the number of instructors consistent with the number of students participating in the course?			
<b>Program Directors</b>			
Is information on directors and co-directors complete?			
Is there some indication that directors have previously led study abroad programs or previously led field trips domestically at ISU or elsewhere?			
Have directors been to the country before?			
<b>Program Director Additional Support</b>			
Is there a clear listing of individuals who will provide support in country and what support they will provide?			
If it is unknown at this point, is an explanation included?			
<b>Application and Selection</b>			
Are the application requirements sufficient to differentiate between students?			
Are the program prerequisites consistent with the demands of the course?			
Are the criteria for selection clear and consistent with course goals?			
<b>Goals</b>			
Are program goals specific and clear?			
Will goals be assessed after the course is over?			
<b>Learning Outcomes</b>			
Are learning outcomes specific and clear?			
Are the learning outcomes measurable?			
Is there discussion of how the program leader will assess how outcomes are achieved?			
<b>Grading System</b>			
Is the grading system clear to students and does it appropriately measure performance?			

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<b>Student preparation</b>			
Are the number of pre-departure contact hours consistent with what is needed for this course?			
What is the method by which the program leader will provide the pre-departure orientation?			
Are the list of topics appropriate for the course?			
Is the time devoted to each topic appropriate?			
<b>Risk</b>			
Are health risks appropriately identified?			
Are personal and property safety risks appropriately identified?			
Does the program leader appropriately discuss how to eliminate or mitigate the risks?			
<b>Service Providers</b>			
Is there a list of service providers?			
Is there discussion about why these vendors were chosen and if the process was consistent with ISU policies and procedures?			
<b>Visas</b>			
Has the need for visas been considered?			
<b>Itinerary</b>			
Is the travel itinerary complete in the sense that there are activities specified for each day?			
Is the amount of academic time is consistent with the credits for the course? (1 week = 1 credit)			
Are dates, locations, activities for each day, housing, meal and transportation arrangements, and in-country contact information included?			
Is an explanation given for why any missing information is not on the form?			
Do the academic activities align with program goals and outcomes?			
How much free time is allotted to students?			
Are any activities involving additional risk listed here and also listed in the risk section?			
<b>Budget</b>			
Is the budget complete?			
Is the budget reasonable for the destination and activities involved?			
Has the cost for CISI insurance been factored in?			