

PROGRAM LEADER: _____

EVALUATOR: _____

TOTAL SCORE: _____ / 72

CIE PROGRAM PROPOSAL EVALUATION RUBRIC 2017

I. PROPOSAL INFORMATION	Unacc- ceptable 0	Poor 1	Fair 2	Good 3	Excel- lent 4	COMMENTS (REQUIRED FOR 0, 1, 2 points)
PART 1: The primary program leader has previous study abroad, international travel experience, or relevant cultural knowledge to lead a faculty-led study abroad program.						
PART 3: The program dates fall during spring break or summer term.						
PART 3: There is a clear link between the destination and achieving the course learning outcomes.						
PART 3: The program fee paid by a student before receiving their international co-curricular award and additional financial support does not exceed \$4,000.						
PART 4: All learning activities (pre-departure, in-country, and post-arrival) clearly connect to the course learning outcomes.						
PART 5: The program includes cross-cultural/global learning objective(s) with appropriate learning activities and assessment methods.						
PART 5: The course utilizes both formative and summative assessment methods to monitor student's mastery of the course learning outcomes. (Explanation available on AbroadOffice)						
PART 6: The program provider and accommodations information have been filled out completely. Homestays (if applicable) must be managed by an educational institution or business entity.						
PART 7: The program leader has plans in marketing the program and recruiting the required 9 students						
PART 7: The program leader has plans in place to raise funds to offset student's program fee in addition to possibly receiving the international co-curricular award.						
PART 6: The program leader has included a proposal from the selected program provider that includes all of the information required.						The list of approved third party providers is listed on AbroadOffice
PART 6: The program includes detailed budget information outlining what is covered by the program fee. It also notes all anticipated expenses accounted for from the program provider proposal.						
PART 8: The program leader has outlined all potential health and safety issues, emergency evaluation plans, and emergency contacts. The program does not present potential hazards beyond what is reasonably foreseeable.						

II. PROGRAM ITINERARY	NO 0	YES 2	COMMENTS (REQUIRED FOR 0 point)
1. The program meets financial aid requirements for academic engagement hours (45 hours per 1 credit hour; i.e., 3 credits x 45 = 135 academic engagement hours).			
2. There are a minimum of three pre-departure meetings to prepare students for the travel and academic components of the program.			
3. There is a minimum of one re-entry meeting to debrief students and complete a final assessment.			
4. All learning activities have been outlined for the duration of the program and linked to both learning outcomes and global learning objectives.			
5. The pre-departure coursework is sufficient to achieve the course learning outcomes.			
6. The in-country coursework is sufficient to achieve the course learning outcomes.			
7. The re-entry coursework includes a summative assessment to ensure students have achieved the course learning outcomes.			
8. Free time has been built into the program for students' reflection and exploration.			
9. Meals included and not included in the program fee are clearly identified for each day in the program itinerary.			
10. Transportation methods for each activity have been clearly identified for every day in country.			