

# International Teaching and Learning (ITL) Study Abroad Program

## University of Minnesota Crookston

### Program Proposal and Review Process

| Term                  | Proposal Deadline |
|-----------------------|-------------------|
| 2024–25 Academic Year | March 1, 2024     |
| 2025–26 Academic Year | February 1, 2025  |

The ITL study abroad program is designed to provide international experiences to U of M Crookston and other University of Minnesota system students. It offers many international engagement opportunities available for all students. Students can gain international experiences through the following programs:

#### 1. Faculty-Led Programs

Faculty-led programs are conducted by U of M Crookston faculty and/or staff. The subject areas are diverse and discipline-specific. This is a great option for students who want a short-term (2-3 weeks) education abroad experience through coursework or a global seminar. Programs are located within each academic department and an international partner or provider is required.

#### 2. Provider Programs

U of M Crookston will create partnerships with U of M Twin Cities, Universities, and organizations to provide educational opportunities to U of M Crookston students in other countries. These provider institutions are approved by the University of Minnesota and must be reputable and have strong connections in education abroad. Typically, they also have in-country staff who are there to assist students with any academic, social, or housing concerns. Students pay for tuition, fees, and housing to the academic institution they attend. Students typically pay for meals, transportation, and miscellaneous expenses on their own while abroad. Students also pay for a required Cultural Insurance Services International (CISI) insurance plan and risk management fee to the U of M Crookston. Individual students or a group of students from any U of M Crookston academic department may choose this option. Academic programs may include short-term courses, internships, and semester-long studies.

#### 3. Collaborative International Learning Programs (COIL Virtual Programs)

COIL Programs bring international experiences to faculty and students through academic offerings and internships with global companies and institutions. COIL brings international, intercultural, and global issues to students and faculty at home. COIL Programs may also be integrated with Faculty-Led study abroad offerings.

## Proposal Process

All proposals will be submitted to the appropriate Associate Vice Chancellor (AVC) and the ITL committee for each academic year by the proposal deadline. After the review by the AVCs, the ITL committee will provide an independent review and recommendations to be forwarded to the Senior Vice Chancellor. For the academic year 2024 – 2025, proposals submitted previously must be resubmitted following the new process to remain under consideration.

**Proposal Requirements:** The proposal should include the following:

1. Syllabus with learning outcomes, course description, academic content of the course, and how student learning will be assessed
2. Identify the leader(s) and their qualifications related to the proposed program  
Note: Leaders should be current employees of the University
3. Explanation of how the program relates to the host country
4. The program itinerary, including all possible program excursions, subject matter experts, and site/cultural visits as they relate to the proposed course learning outcomes
  - a. Identify the preferred program provider (see list from Learning Abroad Center (LAC)), if known/needed.
5. The program requirement or goal area that will be met  
Note: If a liberal education requirement (such as Goal Area 8) is met, it must be included here
6. Description of the debriefing process after students return to the U of M Crookston  
[See the proposed ITL debriefing process.](#)
7. Any anticipated danger, risks, safety, or security issues connected with the program
8. Description of how the program will be promoted for its intended student audience
9. Final proposal will be submitted using the [proposal form](#)

The ITL study abroad program is a U of M Crookston campus driven program, like any academic program, it will be under the Office of the Senior Vice Chancellor with direct administrative support from this office. The academic content of each program is the responsibility of each academic department.

## Review Process

The ITL committee of U of M Crookston Faculty Assembly will review proposals and recommend programs for the Senior Vice Chancellor's consideration each academic year. The following criteria are used by the ITL:

1. Rationale and justification of the program
2. Completeness of the course syllabus
3. Degree requirements (goals areas) (See [existing approved liberal education courses for study abroad](#))
4. Relevance to U of M Crookston students
5. Identification of host country partners or international program providers
6. Explanation of the relationship between the program and the host country
7. Qualifications of program leaders (experience teaching undergraduates and leading groups, knowledge of topics, etc.)

8. Feasibility of the proposal during the proposed year

Applicants of proposals are notified of a decision within 30 days of the proposal deadline.

Program leaders are to attend the University-required [Health & Safety Leader Training](#) facilitated by [GPS Alliance's](#) International Health, Safety, & Compliance office.

**Program contact information:**

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