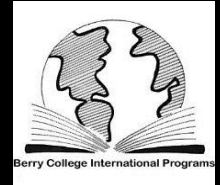


Proposal Criteria

SIP Proposal Evaluation Rubric



Aptitude:	Faculty Director has followed all the required procedures for proposing a program. If new program, Faculty Director has met with IP Director and kept in contact during the proposal process. Faculty Director has considered all angles of the program process from proposal through execution, and appears to have set up his/her program for success.
Completeness of Proposal:	All requested information is included on time with required signatures. No portion of the proposal is left unanswered or unnecessarily vague. The Faculty Director has demonstrated considerable thought in replies and provided all necessary information. Additional materials and documents are attached, organized and clear. All deadlines associated with the proposal process have been honored.
Academic Rigor:	Course objectives are clearly defined, the itinerary and activities complement learning goals, and assignments/evaluations are clearly presented at the appropriate level. Syllabus is attached and clearly indicates course expectations and requirements to attain full credit, and academic rigor is also at an appropriate level. Syllabus spells out all assignments, corresponding due dates, method of evaluation and grading system. Contact hours are sufficient to attain course objectives and should clearly demonstrate a correlation to experiential learning activities. Faculty has taken care to demonstrate how location is intrinsic to coursework and in what ways course offerings will be beneficial to students' academic pursuits. According to the SIP credit hour worksheet, program includes 2100 minutes for each credit hour.
Detailed Itinerary and Budget:	Budget includes price quotes from vendors. Complete contact information is provided for partners abroad and preferred vendors. Budget and itinerary are practical and realistic. Faculty Director has taken care to err on the side of caution in estimating costs such as airfare. Budget is modest yet flexible enough to sustain moderate increases and/or drops in student enrollment without affecting viability. Budget is attached, comprehensive and follows the correct format, including all required figures such as emergency funding and medical insurance for the duration of the time abroad. Itinerary is attached and demonstrates a reasonable time frame and day-to-day schedule. Locations selected are appropriate to the course objectives. Itinerary and budget include detailed information including lodging and transportation arrangements in-country. Accommodations are described in detail so that students will know what to expect. Itinerary is not overly ambitious in scope and time frame. Every day and/or cost is accounted for in some fashion.
Diversity:	Program fits well into disciplinary and geographic diversity of programs proposed.

Safety/Risk Management:	Course content and excursions are linked with specific learning objectives.
	Proposal adequately addresses potential safety and/or liability hazards. It is apparent that faculty director is aware of social norms and has taken measures to identify possible threats. Faculty Director has provided information relevant to local police stations and hospitals. Appropriate links and research to known safety issues have been provided. ALL major potential risks posed by scheduled activities and/or local area of stay must be addressed; e.g. exposure to deadly insects or diseases. Host country emergency support contact information has been provided.

- 1 = poor
- 2 = needs improvement
- 3 = fair
- 4 = good
- 5 = excellent

