

Education Abroad Development Process

College of Agricultural Sciences and Natural Resources (CASNR)

Directions: Please follow the procedure below for any faculty-led education abroad proposal being considered in our undergraduate program in CASNR.

1. The first step is to follow the program proposal process detailed at the Education Abroad website:
 - a. <http://educationabroad.unl.edu/program-proposal>
 - i. For Step 1, any existing course with an AGRI designation must be approved through the CASNR Dean's Office. This includes the AGRI 310 courses offered through the college.
 1. New courses for education abroad offered through CASNR departments must start with your department chair/head, curriculum committee, and then are submitted through the CASNR Curriculum Committee.
 2. It is recommended that you start with Jon Kerrigan and visit with the staff at the Education Abroad Office as you start the development process.
 - ii. Step 2 – Construct a draft proposal.
 1. Obtain clearance before you start with the draft proposal through the CASNR Dean's Office.
 2. Refer to the Education Abroad website to assist you in the creation of your draft proposal.
 3. Jon Kerrigan and the CASNR Dean's Office can assist you in the development of your draft proposal.
 4. Your narrative must include all the items described at the Education Abroad Office (EAO) website.
 - a. Learning Outcomes
 - b. Program Description
 - c. Relationship to Other UNL Study Abroad Offerings
 - d. Field Experiences and Guest Lecturers
 - e. Logistical Arrangements
 - f. Student Qualifications
 - g. Student Enrollment and Recruitment
 - h. Student Preparation
 - i. Evaluation/Assessment and Reentry Programming
 - j. Health and Safety
 - iii. Step 3 – For AGRI 310 courses, submit your proposal to the CASNR Dean's Office.
 1. If the course is to be offered through the department, then your unit chair/head will approve to course/proposal.
 - iv. Step 4 – Forward proposal to the CASNR Dean's Office
 1. Once the department approves the proposal, it is submitted to the CASNR Dean's Office for review and approval.
 - v. Step 5 – Submit signed **Faculty Leader Proposal Agreement** and **Department/College Proposal Agreement** documentation to the Education Abroad Office (EAO) at UNL.
 1. EAO and the CASNR Dean's Office will work with you on the development of these two agreements.
 2. The agreements can be found at the EAO website or at the website provided below:
 - a. [Agreement Forms](#)

2. All proposals must include the following attachments:
 - a. Preliminary Budget
 - b. Schedule and Itinerary
 - c. Comprehensive Syllabus (fully developed meeting UNL standards and criteria, and must include an accommodations' statement in case students with special needs are interested in participating in the study abroad experience).
 - i. If students are to be enrolled in a course at an international institution, then each course must be pre-approved 8 months prior to the education abroad experience.
 1. Following the process at the Education Abroad website:
 - a. <http://educationabroad.unl.edu/earning-credit>
 - b. Students must obtain the signatures from the departmental evaluator and the dean's office 8 months prior to the education abroad experience.
3. Planning Timeline
 - a. 9 to 15 months prior
 - i. New offering planning; discuss plans with academic department and college; meet with Jon Kerrigan, meet with EAO staff to discuss ideas; and contact site coordinators.
 1. Summer depart (spring-summer), Fall depart (summer-fall), Spring, Spring Break, or Winter interim depart (fall-spring).
 - b. 9 months prior
 - i. Proposal deadline
 - ii. Approval is required from chair and college dean (with review of EAO).
 1. Summer depart (September 30), Fall depart (December 1), Spring, Spring Break, or Winter interim depart (February 1).
 - c. 8 months prior
 - i. Chair and Dean will inform faculty of formal approval.
 - ii. Faculty leader and EAO staff will collaborate on development and finalize the price.
 - iii. Approved offering will be posted at the EAO website.
 - iv. Announced to campus community.
 - v. Marketing and recruitment will commence.
 1. Summer depart (September), Fall depart (January), Spring, Spring Break, or Winter interim depart (February).
 - d. 8 months to 3 months prior
 - i. Faculty leader will take part in promotional activities including course specific information (course approval for the course catalog).
 - ii. Classroom presentations and attending the fall and spring Education Abroad Fairs.
 1. Summer depart (September-February), Fall depart (January-April), Spring, Spring Break, or Winter interim depart (February-November).
 - e. 3 months prior
 - i. Application due date.
 - ii. Decision Date is one week after application due date.
 - iii. Students are notified whether they are accepted, waitlisted, or not accepted.
 1. Summer depart (February 1), Fall depart (April 1), Spring and Winter interim depart (September 1), Spring Break (November 1).

- f. 2.5 months prior
 - i. Commitment deposits due.
 - ii. Final decision made by departments/college dean (in consultation with EAO) to run or cancel the education abroad course.
 - 1. Summer depart (February 15), Fall depart (April 15), Spring and Winter interim depart (September 15), Spring Break (November 15).
- 4. If you have questions or concerns, please contact Jon Kerrigan or Dann Husmann in the CASNR Dean's Office for assistance.