

Protocol for Developing an International or Domestic Experience

Purpose:

The purpose of this protocol is to provide direction for faculty members who are interested in developing an international educational experience for College of Nursing students. Domestic programs should also follow the protocol for receiving College of Nursing approval. International or domestic distance programs of study have special implications for the College of Nursing, especially liability and resource management issues. Students cannot create educational experiences and represent that the College of Nursing is the sponsor of the program without faculty sponsorship and College endorsement. Faculty must follow the proposed protocol to ensure that the College of Nursing has an institutional agreement in place as well as the opportunity to evaluate the impact of the educational program on the College of Nursing resources and educational standards.

Steps to be Taken:

1. Proposal submitted by faculty to Outreach Committee. Proposal should include the following:
 - a. Background information regarding the proposed experience (who, where, when, how, length of experience).
 - b. Goals and objectives of the educational experience.
 - c. Contact information, i.e., the College of Nursing faculty involved in the proposed project; international faculty and/or staff contacts for the proposed program (email, telephone, fax, addresses).
 - d. Number of students expected to participate in the program.
 - e. Opportunities for two-way educational exchanges.
 - f. Curriculum impact:
 - i. Describe the benefit to the College and students.
 - ii. Is this experience in addition to existing graduation/course requirements?
 - iii. Is this request for a substitute or replacement and if so for what course?
 - iv. Will this experience require a change in student's progress of study?

- g. What are the financial implications of the proposed experience (submit a budget page).
 - h. Faculty Support
 - i. Name and contact information for the responsible faculty member.
 - ii. Faculty coverage during the proposed educational experience.
 - iii. FTE requested for educational experience.
2. If the outreach committee approves the proposal, the proposal will then be sent to:
- a. The Curriculum Committee if the proposal requires a change in the current College of Nursing curriculum or a previously approved course.
 - b. To the Admissions and Advancement Committee if the student's course of study will be altered by the proposed experience or the student is requesting that the educational experience serve as a substitute placement or to meet a requirement of an existing College of Nursing course.
 - c. To other College of Nursing committees as are appropriate, based upon the specific proposal submitted.
3. The recommendation of the College of Nursing committee is sent back to the Outreach Committee and if the proposal has been approved, a member of the Outreach Committee will accompany the faculty who is proposing the international/domestic experience to present the proposal to the ALT committee.
4. A student placement contract application will be completed by the faculty who has submitted the proposal. This inter-institutional agreement must be completed before the international or outreach domestic experience is developed further.
5. If this is a course, please describe your plans for:
- a) teaching methods
 - b) student evaluations
 - c) pre-trip preparation
 - d) the faculty FTE required
 - e) budgetary implications

6. For all experiences the faculty planning the experience must consider and document the implications for:
 - a) Liability
 - b) Transportation
 - c) Healthcare information
 - d) Housing & food
 - e) Student and faculty safety
 - f) Experience does not jeopardize other learning (length of experience and timing in the semester)
 - g) Reasonable cost

7. Document if the proposal meets the following criteria:
 - a) Prior approval for student credit of experience
 - b) Experience based on community needs, i.e., provision for a formal community needs assessment
 - c) Potential for research/scholarship as broadly defined
 - d) Meets faculty/college needs, interest, and resources
 - e) Provision for effective communication (i.e. translation, interpretation, shared language)

Procedure

University Faculty Initiated Proposals

1. Director of Outreach learns of a University idea or opportunity or faculty generates idea and notifies Director of Outreach. (may also meet with the Director of Outreach or member of the Outreach Committee)

2. If an international experience is being planned, the faculty member must go to the International Center to gain the latest information of the University's requirements for involvement in international experiences or exchanges.

3. The International Center deals with students and scholars coming to the University. Faculty need to contact the appropriate Board or Center when they are planning an international experience or program.

4. Complete proposal (maximum of 3 pages)

5. Assessment of Proposal by Outreach Committee: Proposed experiences must meet most, if not all of the criteria. If the proposed experience does not meet all of the criteria, rationale is included in the proposal. The complete proposal is sent to the Director of Outreach who distributes to

- the Outreach Committee in time for consideration at the next scheduled meeting. The Outreach Committee reviews and provides suggestions for revisions and either approves or rejects the proposal.
6. If the proposal is approved, the Outreach Committee determines if the proposal is sent directly to ALT for approval or a committee (curriculum, admissions, other).
 7. If the proposal is sent directly to ALT the sponsoring faculty member and the Director of Outreach are invited to attend ALT to present the proposal.
 8. ALT reviews, requests revisions, or rejects the proposal.
 9. If approved by ALT, the Director of Outreach announces the new experience or opportunity at College Council.
 10. The Director of Outreach assists with implementation as needed. The sponsoring faculty member engages campus resources such as the International Center.
 11. Members of the Outreach Committee review progress and provide assistance as needed.
 12. The sponsoring faculty member will provide a brief written report to the Outreach Committee within 2 months of the conclusion of the experience.
 13. If the experience is ongoing the sponsoring College of Nursing faculty will provide a brief written report to the Outreach Committee by May 1 of each year.

Student Initiated Proposals

1. Student generates idea.
2. Student identifies or meets with Director of Outreach to determine a suitable faculty sponsor. Student approaches the faculty sponsor and reports back to Director of Outreach.
3. Student submits draft of proposal (maximum of 3 pages) to the faculty sponsor.
4. Faculty sponsor notifies the Director of Outreach that proposal is being developed as an FYI.
5. Faculty sponsor assists with the development and refinement of the proposal as needed; Director of Outreach and members of the Outreach Committee may also assist as needed.
6. Once proposal is completed, the faculty sponsor takes it through the approval steps, as outlined in the "Faculty Initiated Proposals," (steps 5 – 11)