# New Proposal 11/17/2026 8:41 am

### Faculty-Led Study Abroad Program Proposal

## General Catalog Information

**Read Before You Begin**

**Please use this template to develop your program proposal. Your department chair, study abroad director, Campus Advisory Committee, and the Curriculum Committe must approve your program proposal according to Simpson's expectations and deadlines. For questions or extra guidance please reach out to Luke Behaunek - luke.behaunek@simpson.edu.**

Work on the Proposal

- FILL IN all fields required marked with an *.

- Edit fields by clicking on the text in the field.

- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.

- Complete the Acknowledgement section.

- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.

- Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.

- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.

- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.

- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

Make a Decision - Approve/Reject

- Comment on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.

- Make a decision (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu. (The originator must approve their own proposal to move the proposal to the next step in the workflow.)

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| **Education Level:*** | |
| **Destination(s):*** | |

**SECTION I: FACULTY INFORMATION**

*For distinctions between Faculty Members and Course Assistants, please see Section 1 of the Study Abroad Handbook

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| **Faculty Member(s):*** | |
| **Course Assistant (if applicable):*** | |

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| **Academic Department of Faculty Members for Department Chair Approval:*** | |
| **Leaders(s) Experience Leading a Travel or Off-Campus Program, if any:*** | |
| **For the faculty member(s) of the courses, is this travel course part of the lead instructor's load or overload? How will it be divided between faculty members if there are more than one? Each spring prep course is 1 credit and each May term travel course is 4 credits, and those credits can be split however desired by the faculty members, with appropriate approval from department chairs. (Overload pay requires approval from the Vice President of Academic Affairs.)*** | |
| **If this course is planned with a faculty member's contracted teaching load, what are possible contingency plans in the event that the course does not occur as planned?*** | |

**SECTION II: PROGRAM DESCRIPTION**

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| **Course Title (Catalog):*** | |
| **Program Title (Marketing):*** | |

Program Description: In narrative form, please describe the program addressing the following questions in mind:

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| **1. What are the intended academic goals of the program?*** | |

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| **2. What are the intercultural learning goals of the program and how will students achieve them?*** | |
| **3. In what way does the curriculum leverage the unique learning opportunity of your host country context?*** | |
| **4. If there are days spent on Indianola's campus after the first Monday of May term or before the last Friday of May term, how will students be engaged in learning for the course objectives?*** | |

Course Designation Plan (These will need to be submitted on the Add a General Education Designation Form in Modern Campus to be reviewed by the Curriculum Committee, once your Program Proposal is accepted.)

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| **Are you planning to request a General Education Designation?*** | ( ) Yes |
| | ( ) No |
| | ( ) N/A - Graduate Course |
| **Which General Education Designations are you planning to request?** | |

SECTION III: COURSE INFORMATION

### Prep Course

**All Prep Course numbers for Study Abroad will begin in SEA-190, with a suffix relating to the course location(s). They will be 1 credit, and assigned faculty load as described above in the proposal.**

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| **Please provide a short course description including the academic learning outcomes:*** | |

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| **Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections, etc.*** | |

### May Term

**All May Term Travel Course numbers for Study Abroad will begin in SEA-197, with a suffix relating to the course location(s). They will be 4-credits, and assigned faculty load as described above in the proposal.**

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| **Prefix*** | |
| **Course Number*** | |
| **Please provide a short course description including the academic learning outcomes:*** | |
| **Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections, etc.*** | |

SECTION IV: TRAVEL COURSE DESCRIPTION

It is important to remember that we are seeking to embrace and increase engagement of Simpson students with international experiences and intercultural knowledge through an academic lens. Please include a Catalog Description of your travel course and a Promotional Description so that we are able to engage students through both an intellectual and social lens of understanding the potential experience.

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| **Catalog Description (110 words):*** | |
| **Promotional Description (200 words):*** | |

## Acknowledgements and Attachments

Attachment Instructions

Please attach the Budget and Logistics form as required by navigating to the right side menu and clicking Files.

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| **Acknowledgement Statement*** | [ ] By signing this proposal, I commit to implementing this program as outlined here and within the attached Budget & Logistics form. I understand that any changes to the program design, learning objectives or location may require a new program proposal. |

## For Use by Registrar's Office (Do Not Modify)

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| **Locations** | |
| **Colleague course catalog changes (CRSE) Completion Date** | |
| **Same as: (hidden in Acalog/Catalog)** | |