

Global Education Programs Faculty Handbook



*“The world is a book,
and those who do not travel
read only a page.”*
– **St. Augustine**

Dear Faculty and Staff,

We are happy to provide you with a Handbook that you can use for developing your Global Studies Programs. We started the 2017 Academic Year at the Dean's Retreat with a group of individuals interested in sitting on the Global Education Committee. This group has worked diligently alongside the CEHD Global Studies Coordinator, Alice Zhang to prepare the materials and guidelines that are in this Handbook. We hope this clarifies processes. We will be happy to entertain any additional needs that you may have. We want you to be successful in improving cultural awareness and understanding among our students. Please review the Handbook for your next submission. Contact Alice Zhang for any assistance you may need.

We would like to increase our students' international experiences, and will be taking up the issue of what constitutes an international experience.

Because we are accountable for the assessment of our global studies academic endeavors, we must ensure that our learning outcomes from the University are included clearly in our submissions and align with the syllabi and experiences, and that the vendors' submissions with their budgets, must also be clear and detailed enough to see the alignment with the budgeted activities. So please work with your vendors to have them do so.

Thank you for your diligence in serving our students regarding their global experiences.

Sincerely,

**Beverly J. Irby
Associate Dean, Academic Affairs
College of Education and Human Development**

GLOBAL EDUCATION COMMITTEE
(2017-2018)

Chair

Beverly Irby

Co-Chair

Xinyu (Alice) Zhang

Members

Department of Educational Administration & Human Resource Development

Helen Muya

Department of Educational Psychology

Carly Gilson, Krystal Simmons, Rafael Lara-Alecio, Robert Woodward

Department of Health & Kinesiology

Jim Woosley

Department of Teaching, Learning & Culture

Dawn Parker, Edie Cassell, Julie Singleton, Mary Capraro, Robert Capraro

Ex-Officio

Bryan Fruge, Christopher Cherry, Jill Hobbs, Nancy Hutchins, Patrice French

(If you are interested in serving on the Global Education Committee for 2018-2019,

Please let Alice Zhang know of your interest)

TABLE OF CONTENTS

Letter from Dr. Beverly Irby	2
Global Education Committee	3
The Global Education Office	5
Program Types	6
Program Proposal Deadlines.....	7
Student Participation Requirement	8
CEHD Support	9
Student Application Deadline & Billing Due Dates	10
CEHD Withdrawal Policy	11
Appendix A: Global Education Procedures Checklist.....	12
Appendix B: Global Education Proposal & Application ..	13
Appendix C: Vendor Proposal Guidelines.....	17
Appendix D: Vendor Proposal Mockup #1	23
Appendix E: Vendor Proposal Mockup #2.....	26
Appendix F: Student Reflection Guidelines.....	29
Appendix G: Global Education Withdrawal Policy.....	30
Appendix H: Global Education Support Award Rubric ...	32

The Global Education Office

The Global Education Office at the College of Education and Human Development (CEHD) believes a student's global education experience can be one of the most enriching and inspiring experience of his/her, life and we are dedicated to making a wide range of global opportunities available to students of Texas A&M University. These unique global programs are credit bearing and many of the courses offered will fit into specific degree plans within the different departments in the College.

We believe that faculty members play a crucial role in supporting global education and the overall student experience. Leading a CEHD global education program gives faculty the rewarding opportunity to reach and connect with students outside their comfort zone in Texas. The results can mean a positive transformation of both faculty and students that will influence students beyond their time at Texas A&M University.

This faculty handbook is intended for faculty leaders who lead global education programs. It is designed to provide you with general assistance as you develop, and then lead, a Texas A&M CEHD global education program. Appendix A provides a Global Education Procedures checklist.

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Program Types

When considering a proposal for a global education program, it is helpful to keep in mind why some students choose a particular program, as they have different needs depending on degree plan, time to graduation, duration of the program, and desire. Generally, there are four type of study abroad programs.

- International or Domestic Short-term Group Trip: more than half of the course (50%) is taught on campus; credit-bearing trip led by CEHD faculty; usually 1-2 weeks in length. It is typically a component of an on campus credit-bearing course offered during fall, spring, or summer terms.
- Faculty-Led: more than half of the course (50%) is taught overseas; credit-bearing trip led by CEHD faculty; usually lasts a full term. Most programs are offered in the summer, but can also be available for the fall, spring, or even winter break terms.
- Reciprocal Exchange: The Texas A&M University Reciprocal Education Exchange Programs (REEPs) provide TAMU students the opportunity to study and live at an international partner university for one or two semesters. Students enroll in the academic setting of the host university, attending classes and interacting with local students. These programs provide adequate time for a total cultural immersion, which significantly enhances cross-cultural experience and understanding. See the [Exchange Programs](#) page on the Study Abroad Programs Office website for more information.
- Transfer Credit: Students take pre-approved courses at an accredited institution overseas and transfer the credits back to their degree plan. A Transfer Credit program can go through a third party provider, a sponsoring U.S. university or college, or an accredited international university. These programs are a great option for students who need to take a specific type of class or would like to spend time in a specific country. See the [Transfer Credit](#) page on the Study Abroad Programs Office website for more information.

Note:

All CEHD global studies programs should take place in the same semester as the affiliated course(s).

The Program Coordinator for Global Education will manage all short-term group trips through the College. Faculty members should alert the program coordinator of intent to take the field trip as soon as possible, and submit all paperwork by the application deadlines.

All faculty-led programs will be managed by the [TAMU Study Abroad Programs Office](#).

Program Proposal Deadlines

Faculty members who plan to lead a short-term group trip should submit completed Global Education Proposal & Application for Program Support (Appendix B) and required documents to the CEHD Global Education Program Coordinator by the deadlines below.

FALL TERM

December 1

SPRING TERM

June 1

SUMMER TERM

October 1

Faculty members who plan to lead a faculty-led trip should submit completed Global Education Proposal & Application for Program Support and required documents, and completed Faculty-led Application (contact the Global Education Program Coordinator for the application form) to the CEHD Global Education Program Coordinator by the deadlines below.

FALL TERM

October 1

SPRING TERM

March 1

SUMMER TERM

May 1

Note: Faculty leaders who choose to use a vendor are required to submit a vendor proposal following the Vendor Proposal Guidelines (see Appendix C).

Faculty leaders are required to work through the CEHD Global Education Coordinator on all issues pertaining to: enrollment, budgeting, billing, travel, third party vendor recruitment and selection, and other trip aspects that may rise.

Student Participation Requirement

Minimum Enrollment

All experiences are required to have two CEHD faculty/staff leaders and a minimum enrollment of 10 students for undergraduate courses; courses open to both undergraduate and graduate students, and stacked enrollment courses; or a minimum enrollment of 8 students for graduate only courses.

Student Reflection

Each participating student of a CEHD global education program is required to complete a reflection concentrating on the travel experience portion of the course. This is an important part of a university process. Thus, faculty leaders are strongly encouraged to build it into their syllabi and student expectations. In addition, faculty might consider including it as part of the grade. See Appendix F for Student Reflection Guidelines.

Additional Requirement

- Minimum GPR of 2.5 or upon faculty's approval.
- Texas A&M-Blinn TEAM are eligible to participate in a CEHD global studies program.
- Students from universities within the Texas A&M University System are eligible to participate in a CEHD global studies program.
- Non-degree seeking students are eligible to participate in a CEHD global studies program and are required to enroll in the affiliated global education course(s). (Note: Funding priority will be given to CEHD students.)

CEHD Support

The College offers faculty and students assistance to support the success of global education programs. Specifically:

- CEHD will cover the program cost for one CEHD faculty/staff leader.
 - 2nd CEHD faculty/staff leader's travel expenses will need to:
 - be covered in student fees; or
 - be picked up by the department.
 - 3rd CEHD faculty/staff member may be considered for funding by CEHD \$1500 if the program has at least 35 student participants. This cost would need to be submitted with this application.
 - All faculty/staff members who are traveling with the group must be submitted to the Global Education Program Coordinator either on this application or at least one month before departure.
- No graduate students or undergraduate students may be taken on the trip as a trip leader, regardless of how their trip is being paid. No graduate or undergraduate student's trip cost will be paid by other students' fees for the global education trip.
 - CEHD supports students through program support funding. These monies are provided directly to the program lessening the fees and other costs students might pay. This support ranges:
 - up to \$500 per student for domestic field trips;
 - up to \$1000 per student for international short-term group trips;
 - up to \$2000 per student for faculty led trips (more than half of the course is taught overseas).
 - Before you apply, please discuss with your Department Head to ensure that the affiliated course(s) will be approved.

Student Application Deadline & Billing Due Dates

Student Application Deadline

FALL TERM

April 1

SPRING TERM

November 1

SUMMER TERM

March 1

Note: Faculty members cannot re-open a program: 1) after the college deadline or 2) if the program has been cancelled, without express review and permission by the College Global Education Committee and the Dean.

Student Billing Due Dates

Students will be billed full trip fees minus CEHD funding in:

FALL TERM

Mid-April

SPRING TERM

Mid-November

SUMMER TERM

Mid-March

It will be due in:

FALL TERM

Mid-April

SPRING TERM

Early December

SUMMER TERM

Early April

CEHD Withdrawal Policy

Students will be responsible for \$500 non-refundable deposit plus any unrecoverable expenses if they withdraw after:

(Students may not be charged by the deadline, but the charge will show up on their Texas A&M Student's account later.)

FALL TERM

April 15

SPRING TERM

November 15

SUMMER TERM

March 15

Students will be responsible for \$500 non-refundable deposit plus all trip fees if they withdraw after:

FALL TERM

May 15

SPRING TERM

December 15

SUMMER TERM

April 15

For more details, please refer to Appendix G.

Appendix A: Global Education Procedures Checklist

Global Education Procedures Checklist
College of Education and Human Development



3-6 months prior to departure	<p>Program Coordinator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send funding status and reference materials <input type="checkbox"/> Create a flyer <input type="checkbox"/> Register the trip in study abroad portal* <input type="checkbox"/> Complete CISI (medical insurance) enrollment for trip leader* <input type="checkbox"/> Send registration instructions for trip leader to forward to students* <input type="checkbox"/> Assist in promoting the program <input type="checkbox"/> Advise students on the program <input type="checkbox"/> Keep track of student applicants <input type="checkbox"/> Change applicants' status* <input type="checkbox"/> Check to make sure the vendor has a Master Agreement with the Univ. and other required document <input type="checkbox"/> Inform students of billing and due dates, and funding and financial aid resources <input type="checkbox"/> Facilitate student payment & billing process <p>Trip Leader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule an informational session or two <input type="checkbox"/> Submit a complete typed roster by the deadline <input type="checkbox"/> Submit travel through the Concur system (add Jill Hobbs & Bryan Fruge as your Concur delegates) <input type="checkbox"/> Add the trip to the Authorized Event Calendar
1-2 months prior to departure	<p>Program Coordinator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect Global Education Field Trip Exit information <input type="checkbox"/> Send student participants pre-departure checklist <p>Trip Leader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Study Abroad Faculty Briefing (Course Number: 2112392)*
2-4 weeks prior to departure	<p>Program Coordinator</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update & submit any new information in study abroad system* <p>Trip Leader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send the program coordinator any updates/changes to information pertaining to the trip
1-2 weeks prior to departure	<p>Program Coordinator will send trip leader an exit packet, to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CISI insurance cards and coverage brochure for each participant* <input type="checkbox"/> Students' Emergency Contact Info and Medical Consent information <input type="checkbox"/> Emergency Card <input type="checkbox"/> Incident Documentation Form <input type="checkbox"/> Program Coordinator will register all participants with the US Embassy*
30 days of return	<p>Trip Leader</p> <ul style="list-style-type: none"> <input type="checkbox"/> Turn in receipts and financial documentation to Jill Hobbs or Bryan Fruge <input type="checkbox"/> Submit reflections from students

*For international, short-term group trips only.

Appendix B: Global Education Proposal & Application

Global Education Proposal & Application for Program Support

College of Education and Human Development



TEXAS A&M UNIVERSITY

Education &
Human Development

Submit the completed proposal and required attachments (see checklist) to the CEHD Global Education Program Coordinator by the deadline below.

Short-Term Group Trips (more than 50% of the course is taught on campus)

Fall term experiences: December 1 Spring term experiences: June 1 Summer term experiences: October 1

Faculty-led Trips (more than 50% of the course is taught overseas)

Fall term experiences: October 1 Spring term experiences: March 1 Summer term experiences: May 1

All experiences are required to have two CEHD faculty/staff leaders and a minimum enrollment of 10 students for undergraduate courses; courses open to both undergraduate and graduate students, and stacked enrollment courses; or a minimum enrollment of eight students for graduate only courses.

- The College offers faculty and students support to aid in the success of global education programs. Specifically:
 - CEHD will cover the program cost for one CEHD faculty/staff leader.
 - Second, CEHD faculty/staff leader's travel expenses will need to:
 - be covered in student fees; or
 - be picked up by the department.
 - Third, CEHD faculty/staff member may be considered for funding by CEHD \$1500 if the program has at least 35 student participants. This cost would need to be submitted with this application.
 - All faculty/staff members who are traveling with the group must be submitted to the Global Education Coordinator either on this application or at least one month before departure.
- No graduate students or undergraduate students may be taken on the trip as a trip leader, regardless of how their trip is being paid. Other students' fees for the global education trip will not pay for a graduate or undergraduate student's trip cost.
- CEHD supports students through program support funding. These funds are provided directly to the programs, thereby lessening the fees and other costs students might pay. This support ranges:
 - up to \$500 per student for domestic field trips;
 - up to \$1000 per student for international short-term group trips (more than half of the course is taught on campus); and
 - up to \$2000 per student for faculty led trips (more than half of the course is taught overseas).

Note:

- *Each participating student of a CEHD global education program is required to complete a reflection concentrating on the travel experience portion of the course. (Reflection guidelines will be provided separately.)*
- *Faculty members cannot re-open a program: 1) after the college deadline or 2) if the program has been cancelled, without express review and permission by the College Global Education Committee and the Dean.*
- *Faculty members are required to work through the CEHD Global Education Coordinator on all issues pertaining to: enrollment, budgeting, billing, travel, third party vendor recruitment and selection, and other trip aspects that may rise.*

PROGRAM LEADER

Faculty of record for the course(s) associated with the trip

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Other CEHD Faculty/Staff members participating on the trip

Name: _____ Date of Birth: _____ Gender: _____ Citizenship: _____

Department: _____ Email: _____ Mailstop: _____ Phone: _____

Dependents, extended family members, and acquaintances of CEHD faculty/staff travelling

Name: _____ Relationship: _____ Name: _____ Relationship: _____

Minors under the age of 15 travelling must provide a caretaker

Name: _____ Age: _____ Caretaker Name: _____

PROGRAM INFORMATION

Program Name: A&M

(A&M Country/Location: Name of Program)

Dates of Travel: _____ Term: _____

Location(s) of experience: _____

(Include ALL cities and countries or states)

Course Title(s) and Credit Hours: _____

Note: *All CEHD global education programs should take place in the same semester as the affiliated course(s).*

Estimated Number of Student Participants: _____ Estimated Number of Student Leaders: _____

Estimated Number of GAs or TAs: _____ Estimated Number of Faculty/Staff Participants: _____

PROPOSAL

The proposal for Global Education Programs should address the following items, and will be scored based on these questions by the committee:

1. To what degree is the trip associated with high-impact learning experiences for the students?
High-impact learning experiences provide students with opportunity to: 1) apply, integrate, and synthesize knowledge from curricular and co-curricular experiences, 2) have diverse interactions with those different from self, 3) invest time and effort in purposeful tasks that result in learning, 4) express awareness of individual impacts of experience to self, others, and the larger world, and 5) interact with faculty, peers, and staff/advisors about substantive matters over extended periods of time.
2. How does the location enhance high impact learning?
3. How the proposed program enhances students' career benefits and lifelong learning?
Lifelong learning refers to "purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence" (Lifelong Learning Value Rubric).
4. How the proposed program supports and facilitates the development of intercultural knowledge, diversity, equity, and access?
Consider what detail the program provides students opportunity to enhance self-awareness through examining one's own cultural rules, norms, and biases. How do programs intentionally expose students' different cultural worldviews, modes of communication, and other interactions?

Are there any known risks associated with the academic program you are planning abroad? ___ Yes ___ No
(Please identify the risks, describe how they will be addressed on a separate page, and attach to this application.)

Is there any additional information you would like to include about your program? (If so, please describe it here or attach other documents to this proposal.) _____

STUDENT BILLING AND DUE DATES

Students will be billed full trip fees minus CEHD funding in:

Mid-Apr. – Fall term; Mid-Nov. – Spring term; Mid-Mar. – Summer term

It will be due in: Mid-Apr. – Fall term; Early Dec. – Spring term; Early Apr. – Summer term

They will be responsible for \$500 non-refundable deposit plus any unrecoverable expenses if they withdraw after:

Apr. 15 – Fall term; Nov. 15 – Spring term; Mar. 15 – Summer term

Students may have not been charged by the deadline, but the charge will show up on their Texas A&M Student's account later.

They will be responsible for \$500 non-refundable deposit plus all trip fees if they withdraw after:

May 15 – Fall term; Dec. 15 – Spring term; Apr. 15 – Summer term

Students who withdraw from a program after the program deadline may petition for a refund to the CEHD Global Education Committee in written form and with provided documentation in the case of extreme personal hardship, immediate and sudden health issues, or other extenuating circumstances that prevent travel.

STUDENT ELIGIBILITY REQUIREMENTS

Minimum GPR of 2.5 or upon faculty's approval.

SIGNATURES

Faculty Leader: _____ Date: _____

Faculty Leader: _____ Date: _____

Faculty/Staff Leader: _____ Date: _____

Division/Program Chair: _____ Date: _____

Division/Program Chair: _____ Date: _____

Division/Program Chair: _____ Date: _____

Department Head: _____ Date: _____

Department Head: _____ Date: _____

Department Head: _____ Date: _____

PROPOSAL CHECKLIST

To successfully apply for funding, please submit this completed application along with the required attachments.

- Complete all sections of the application form, including signatures.
- Include a draft course syllabus for each proposed course to be taught, including 485, 491, or other individualized courses, that clearly articulate how the experience will be imbedded within the course.
- A proposed budget (see attached budget template) for the program.
- If the program takes place after the end of the term, please provide justification as to how final grades will be administered after the grade deadline.
- Include a preliminary itinerary for the program, including any planned courses, field experiences and other activities during the course or pre/post departure.

Note: Budget and daily itinerary, and vendor proposal should be developed according to templates provided by the College Global Education Office.

Please return the completed application packet to Alice Zhang (alice.zhang@tamu.edu).

Appendix C: Vendor Proposal Guidelines

Vendor Proposal Guidelines
College of Education & Human Development



Vendor Proposal Guidelines

Name of Company

Title of Program

Travel Dates

Appendix D: Vendor Proposal Mockup #1

Appendix E: Vendor Proposal Mockup #2

Introduction

Please provide any relevant information about your company.

More information may be found at: (please provide the URL)

Testimonials may be found at: (please provide the URL)

Provide any social media handles:



Program Detailed Cost

Please provide a *detailed* description of the cost of the program. Include cost for tours, airfare, transportation, meals, etc. *Please make sure the price you include does not include cost of free travel for faculty leaders.*

Below is an example of the information needed:

Duration: May 8-19, 2018 (10 nights)
Tour Areas: 5 nights in Dublin & 5 nights in London
Airfare: \$XXX
Hotel 1: \$XXX
Hotel 2: \$XXX
On-site Transportation 1: \$XXX
On-site Transportation 2: \$XXX
Excursion/Cultural Activity 1: \$XXX
Excursion/Cultural Activity 2: \$XXX
Excursion/Cultural Activity 3: \$XXX
Excursion/Cultural Activity 4: \$XXX
Excursion/Cultural Activity 5: \$XXX
Meals: \$XXX
Other: \$XXX
Total Cost: \$XXX
Payments Due: \$XXX deposit is due December 15, 2017
Final balance due March 1, 2018

Special Notes:

1. Program based on a minimum of 15 students
2. The above price does not include any free accommodations for faculty. We will bill \$XXX for each faculty member participating. (Any specific accommodations you wish to offer must be indicated separately, discussed with, and approved by the Program Coordinator of Global Studies for the College of Education and Human Development.)
3. Travel and medical insurance ARE NOT included in this package.
4. Faculty cost is \$XXX and includes a single private room.
5. How you will address security issues in the locations/country must be included.

The Program Package Description

Please provide a brief description of the package.

Below is an example of the information needed:

- Roundtrip airfares departing Houston (IAH)-Dublin (DUB)-London (LHR)- Houston (IAH)
- All Academic Site Visits (see itinerary on pages 7-X for details)
- 10 nights' hotel accommodation (minimum 3 Star properties in prime/central locations)
- 11 Meal Package (min. of 8 breakfasts & 3 dinners are included)
- Program Coordinator (COMPANY NAME) will travel with your group 24/7 to take care of all travel logistics and ensure you get from point A to B safely and on time
- Admission to 1 or 2 events

Refund Policy

Please include your refund policy and below is an example:

For withdrawals between:

1. November 1 - January 20, 2017: 100% refundable
2. January 21- Departure: ZERO REFUNDABLE

Day-By-Day Itinerary

Please provide a *detailed* itinerary of the trip. We discourage large amounts of “free time.” Be sure to include the following information:

- Location
- Hotel
 - Include hotel star ranking (*please also note if the specific hotel is primarily a tourist hotel- where large tour groups are housed*)
 - Non-smoke hotels are strongly encouraged concerning the health of our students and faculty/staff members.
- Activity

Sample Daily Itinerary

Day 2: Wednesday March 9, 2017

Continental Breakfast (included)

8:45am: Meet Coordinator in the hotel lobby and walk to the University of Amsterdam

9:15am-10:00am Presentation: XXX

Topic: XXX

10:00am-12:00pm: Presentation: XXX

Topic: XXX

12:30pm: Lunch on Campus with Dutch students & faculty

2:00pm: Guided Tour of XX Museum

4:00pm: Guided Tour of Amsterdam

7:00pm: Dinner with group and class meeting

Appendix D: Vendor Proposal Mockup #1

Puerto Rico Program

Trip leader: Dr. XXX 2017		10 female students, 4 male students, 1 female Faculty			
Day Num.	ACTIVITY	Individual Price	Group Price	Notes	Account Code
Day 1:	Depart Houston for San Juan			Arranged by the group coordinator	
	Arrive in San Juan				
	Depart to Ramada Hotel				
	Lunch on the way	25.00	375.00	Estimated price/person at a local restaurant. It could be less.	Walk in
	Arrive and check in at the Hotel on other side of island				
	Dinner at the Hotel			Included in the room and board fee	
	Welcome and Orientation talk			Included in the room and board fee	
	Academic time at Hotel / interviews / videos			TBD by leading faculty	
	Hotel room and board	55.00	825.00	Hotel meeting fees	Contracted service
	Transportation from airport to Hotel		290.00	Contracted and paid through the Hotel	Contracted service
Day 2:	Breakfast at the Hotel			Included in the room and board fee	
	Depart to TEC				
	Visit University of Puerto Rico	25.00	375.00	Contracted and arranged by university Staff.	Contracted service
	Lunch at Happy Land restaurant	25.00	375.00	Estimated price/person at a local restaurant. It could be less. Paid on site.	Walk in
	Academic time at Hotel / interviews / videos			TBD by leading faculty	
	Dinner at the Hotel			Included in the room and board fee	
	Tour into the rainforest		100.00	Tour guide Service	Contracted service
	Bilingual guide service		100.00	Half day bilingual guide service	Contracted service
	Hotel room and board	55.00	825.00	Hotel fees	Contracted service
	Transportation from Hotel to Old Town		220.00	Contracted and paid through the Hotel	Contracted service
Day 3:	Breakfast at the Hotel			Included in the room and board fee	
	Guided Hike of fort			Included in the room and board fee	
	Lunch at the Old Town			Included in the room and board fee	
	Travel to Fajardo				
	Free time Souvenir in Fajardo			TBD by leading faculty	

	Attending mass in La Fortuna				
	Dinner at Local Restaurant	25.00	375.00	Estimated price/person at a local restaurant. It could be less. Paid on site.	Walk in
	Bilingual guide service		100.00	Half day bilingual guide service	Contracted service
	Hotel room and board	55.00	825.00	Hotel fees	Contracted service
	Transportation from Hotel to San Juan and Fajardo area		185.00	Contracted and paid through the Hotel	Contracted service
Day 4:	Breakfast at the Hotel			Included in the room and board fee	
	Depart to Mountains affected by Hurricane				
	Trip to Finca Jose	40.00	600.00	Arranged and paid through Guide service	Contracted service
	Lunch in Finca Don Juan			Included in the room and board fee	
	Depart to Finca				
	Work in the villages to assist	67.00	1005.00	Arranged by the Guide, pay on site	Walk in
	River Rafting	57.00	855.00	Arranged and paid through the Guide	Contracted service
	Lockers at the Rafting	6.00	90.00	Paid on site, if needed. A \$10/person refundable deposit is needed for the towels.	Walk in
	Dinner in Rafting area			Included in the room and board fee	
	Depart to Hotel				
	Academic time at Hotel / interviews / videos			TBD by leading faculty	
	Bilingual guide service		120.00	Full day bilingual guide service	Contracted service
	Hotel room and board	55.00	825.00	Hotel fees	Contracted service
	Transportation from Hotel to Finca area		310.00	Contracted and paid through the Guide	Contracted service
Day 5:	Breakfast at the Hotel			Included in the room and board fee	
	Visit San Juan High School			Coordinated by Vendor	
	Lunch at the School			Included in the Vendor fee	
	Visit San Juan High School			Coordinated by Vendor	
	Academic time at Hotel/ interviews / videos			TBD by leading faculty	
	Dinner at the Hotel			Included in the room and board fee	
	Bilingual guide service		120.00	Full day bilingual guide service	Contracted service
	Hotel room and board	55.00	825.00	Hotel fees	Contracted service
Day 6:	Breakfast at the Hotel			Included in the room and board fee	

	Academic time at University			TBD by leading faculty	
	Lunch at the University			Included in the Vendor fee	
	Depart to San Juan Island				
	Island trip (Bird and reptile watching)	53.00	1100.00	Contracted and paid through the Vendor's Guide	Contracted service
	Academic time at Island Hotel			TBD by leading faculty	
	Dinner at the hotel			Including in Guide fee	
	Bilingual guide service		100.00	Half day bilingual guide service	Contracted service
	Hotel room and board	55.00	825.00	Hotel fees	Contracted service
	Transportation from Hotel to Island		220.00	Contracted and paid through the Vendor's Guide	Contracted service
Day 7:	Breakfast at the Hotel			Included in the room and board fee	
	Depart to San Juan Airport				
	Departure taxes	29.00	638.00	Paid on site or it might be included in the airplane ticket	Walk in
	Transportation from Hotel to San Juan Airport		290.00	Contracted and paid through the Vendor	Contracted service

Cost Breakdown

Row Labels	Sum of Group Price
Contracted service	4445
River Rafting	855
Trip to Fajardo	600
Visit the university	375
San Juan Island	1100
Transportation from airport to hotel	290
Transportation from the hotel to the University of Puerto Rico	220
Transportation from the hotel to San Juan and Fajardo area	185
Transportation from the hotel to Finca Jose	310
Transportation from the hotel to San Juan high school	220
Transportation from the hotel to the Airport	290
Service Fees	5590
Bilingual guide service	540
Guided night Tour	100
Hotel room and board	4950
Walk in	2858
River Rafting	1005
Departure taxes	638
Lunch at Happy Land restaurant	375
Lunch on the way	375
Dinner at Local Restaurant	375
Lockers at the River Rafting	90
Grand Total	12893

Appendix E: Vendor Proposal Mockup #2

Chinese Culture and History, Henan, China

Program Cost: \$3,687 per person

- Program based on a minimum of 15 participants (14 students plus one faculty leader)
- The above price does not include any free accommodations for faculty. Faculty cost is \$3,687 and includes a single private room.
- Travel and medical insurance ARE NOT included in this package.

Itinerary and Daily Activities

#	Date	Activities
1	7/05	<ul style="list-style-type: none"> • Depart from Houston, TX Group Flight from IAH to CGO
2	7/06	<ul style="list-style-type: none"> • Arrive at Henan and meet our guide and driver at airport <ul style="list-style-type: none"> • Transfer to <u>Zhengzhou Hotel</u> and check in • Telephone: 86-XXX-XXXX Address: XXX, Henan, China
3	7/07	<ul style="list-style-type: none"> • Orientation in the morning (Conference room provided) • Half day bus service - Henan Museum • Visit Shaolin Monastery • Welcome Dinner
4	7/08	<ul style="list-style-type: none"> • Travel to Kaifeng • Check into Kaifeng Hotel Telephone: 86-XXX-XXXX Address: XXX • Visit Qingming Shanghe Garden • Dinner at Kaifeng Restaurant
5	7/09	<ul style="list-style-type: none"> • Visit Kaifeng University • Meet the students and faculty at Kaifeng University • Hotpot Dinner
6	7/10	<ul style="list-style-type: none"> • Full day bus and guide service – Kaifeng City (Kaifeng Museum, Temple of the Chief Minister) • Dinner at Kaifeng Kosher Oriental Restaurant
7	7/11	<ul style="list-style-type: none"> • Travel to Luoyang • Check into Luoyang Park Hotel • Visit Luoyang University • Meet with students and faculty at Luoyang University

		<ul style="list-style-type: none"> Dinner at Luoyang Water Banquet Restaurant
8	7/12	<ul style="list-style-type: none"> Visit Luoyang Orphanage Visit Luoyang Museum Water Fountain Light Show in the evening Dinner at Wangfu Duck Restaurant
9	7/13	<ul style="list-style-type: none"> Visit Longmen Grottoes Travel to Xi'an Check into Xi'an Hotel Dinner at Xi'an restaurant
10	7/14	<ul style="list-style-type: none"> Visit Terracotta Warriors Visit Big Wild Goose Pagoda Xi'an Tang Dynasty Show & Dumpling Dinner Tour
11	7/15	<ul style="list-style-type: none"> Breakfast at the hotel Depart to CGO Airport Group flight from CGO to IAH

Itinerary Inclusions

Tours

- Our English-speaking guides have been rigorously selected for their combination of client servicing, local knowledge and likeable personalities.
- We travel in well-maintained, air-conditioned vehicles, driven by experienced local drivers. All our vehicles are licensed for foreign passenger travel and insured. Free bottled water on the bus.
- Meals are included, as listed in your itinerary. We strive to arrange meals that highlight authentic local cuisine in clean, local establishments with unlimited soft drinks.
- All entrance tickets to sightseeing sites as listed in the itinerary

Cost Breakdown Description	Amount per student
1. Lodging (double occupancy, breakfast included) <ul style="list-style-type: none"> Zhengzhou, 2 nights, \$980 Kaifeng Hotel, 3 nights, \$1,575 Luoyang Park Hotel, 2 nights, \$1,050 	\$328(\$4785/14)

<ul style="list-style-type: none"> • Xi'an Hotel, 2 nights, \$980 	
2. Group Meals <ul style="list-style-type: none"> • Welcome Dinner • Peking Duck Dinner • Hot pot Dinner • Kaifeng Kosher Oriental Restaurant • Dinner at Luoyang Water Banquet Restaurant • Dinner at Wangfu Duck Restaurant • Dinner at Xi'an restaurant • Dumpling Dinner 	\$200
3. Train Tickets <ul style="list-style-type: none"> • From Zhengzhou to Kaifeng, \$4/person • From Kaifeng to Luoyang, \$15/person • From Luoyang to Xi'an, \$30/person • From Xi'an to Zhengzhou, \$40/person 	\$89
4. Bus/Driver Service <ul style="list-style-type: none"> • Ten days full-day bus service • Tips for all the drivers in China 	\$300
5. University Facilities Fee	\$150
6. Sightseeing <ul style="list-style-type: none"> • Sightseeing tickets • Tips for all tour guides 	\$400
7. General Service Fee	\$220
8. International Airfare	\$2,000
Total	\$3,687

Appendix F: Student Reflection Guidelines

Student Reflection Guidelines

College of Education & Human Development



TEXAS A&M UNIVERSITY
Education &
Human Development

General Guidelines

Your reflection should be typed (12 point font/double-spaced) on standard-sized paper (8.5 * 11”), and 3-5 pages in length.

In the left corner of the first page, please type your UIN, the instructor’s name, your class, and the date, as follows:

Your UIN

Dr. Thomas

SPMT 220-550

July 1, 2017

Prompt

- “Intercultural knowledge and competence represents a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.” Please think about your global education experience and reflect on how the experience affected your intercultural knowledge, skills, and attitudes. Use the steps below in the reflection cycle (Brown & Irby, 2001) to respond to the prompt.
- We will use the Intercultural Knowledge and Competence VALUE Rubric.

***Steps**

1. Select artifacts that demonstrate success and growth in intercultural knowledge and competence.
2. Describe the circumstances, situation, or events related to the experience and address the Four Ws:
Who was involved?
What happened?
When did it take place?
Where did it take place?
3. Analyze: Discuss your reason(s) for selecting the artifact and how it relates to your goals, expectations, skills, or professional beliefs and intercultural competence.
4. Appraise: Interpret the events; evaluate the impact and appropriateness of your action(s) in this international experience and how it may have changed you, and relate them to your professional values and beliefs in intercultural competence.
5. Transform: How do you plan to use what you have learned to improve your professional goals and take “next steps” based on this experience?

***References**

Brown, G., & Irby, B. J. (2001). The principal portfolio for professional growth. In *The principal portfolio* (pp. 23-32.). Thousand Oaks, CA: SAGE Publications

Appendix G: Global Education Withdrawal Policy

Global Education Withdrawal Policy

College of Education & Human Development



General Guidelines

Your request to withdraw and potentially receive a refund must be made in writing by letter or email, sent to the program leader(s), and the CEHD global education program coordinator. In the petition, please include your reasons for withdrawing from the program, such as finances, time conflict, academic reasons, or illness. Upon notification of your intent to withdraw from the program, your program leader(s) and the program coordinator will update your record. It is your responsibility to withdraw from any course(s) related to the program, as you would with your regular campus courses. The university policies regarding tuition and fees when you drop a course will apply.

The College of Education and Human Development has no control over airline payment and refund policies. If you withdraw from the program after airfare is purchased, you need to contact the airline carrier regarding its refund policy. If a program is canceled due to unforeseen circumstances (i.e. natural disasters, war or civil unrest, posting of U.S. State Department Travel Warning, pandemic, etc.), all efforts will be made to recover any funds already expended on your behalf.

Requesting a Waiver of the Withdrawal Penalties

If you are facing a personal or medical hardship, you can petition to have the withdrawal penalty reduced. Please initiate the request through your program leader and the program coordinator by providing a written explanation regarding the reason for the withdrawal with as much detail as possible.

Program Fee Reimbursement

After the program is over, any residual funds will be returned to students.

Summary

Drop Dates (withdraw after these dates)	Drop Fees
<ul style="list-style-type: none">● April 15th – Fall term experience● November 15th – Spring term experience● March 15th - Summer term experience	\$500 non-refundable deposit, plus any unrecoverable expenses*
<ul style="list-style-type: none">● May 15th - Fall term experience● December 15th - Spring term experience● April 15th - Summer term experience	\$500 non-refundable deposit, plus all program fees

Unrecoverable expenses are the payments made on your behalf towards the program costs. These may include hotel reservations, tickets to cultural events, and in-country transportation. The unrecoverable costs will increase as the program gets closer to departure because many of these items have to be purchased in advance. If you must withdraw, we recommend that you send your written request to your program leader and the global education program coordinator in the college **as soon as possible.*

Acknowledgement

I AGREE TO AND UNDERSTAND THE FOLLOWING:

If I withdraw from the program as a result of my failure to comply with passport, visa, or legal status requirements within my control in a timely manner, the College of Education and Human Development will not refund any of my program fees.

If awarded funds by the College of Education and Human Development, I am responsible for returning it if I withdraw from the program.

If I am using federal financial and withdraw from my program, it is my responsibility to contact the Scholarships and Financial Aid Office, as my withdrawal may affect my financial aid package.

If I (Q-)drop or am removed from the affiliated course(s), I am responsible for all unrecoverable expenses incurred on my behalf according to the cancellation fee schedule and will be removed from my global education program.

If the program is cancelled due to an act of war or terrorism, a State Department warning or other circumstances that make the program location unsafe, all fees not already spent on behalf of the student will be refunded.

I have read and electronically (for international programs) signed the “Terms of Participation for Students” and understand that I may be dismissed from the global education opportunity for a violation of these terms, conditions set forth in the Texas A&M University Student Rules, dropping below the minimum GPR requirement, and/or the laws of the United States and/or your host country/institution. **I understand that any expenses related to my dismissal or my withdrawal will be my sole responsibility.**

I understand that, as soon as I **Commit (Confirm my participation)** to my program, the College of Education and Human Development may immediately begin to pay for my program expenses or encumber funds on my behalf for that purpose. As a result, I am undertaking a financial obligation to the College of Education and Human Development and any third parties to pay my program fees in full regardless of whether I participate in the program. If I withdraw from my program at any time or for any reason after I have Committed, the College of Education and Human Development may not be able to refund any of my program fees, above and beyond the non-refundable deposit fee.

I have received and read the Withdrawal Policy for my Global Education program. I accept the terms as stated therein and agree to adhere to them.

Print Name: _____

Signature: _____

Date: _____

Appendix H: Global Education Support Award Rubric

Global Education Program Support Award Rubric

College of Education and Human Development



TEXAS A&M UNIVERSITY
Education &
Human Development

Program Name: _____

Program Location: _____

Please rate each program based on the following criteria.

1. **The cost of the trip is reasonable based on the cost per student per day as compared to other trips during this trip cycle (e.g. total number of students, length of trip, and domestic or international/location).** (1 = high cost, 5 = low cost)

1 2 3 4 5

Scoring for the following items: 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

2. **To what degree is the trip associated with high-impact learning experiences for the students?**
High-impact learning experiences provide students with opportunity to: 1) apply, integrate, and synthesize knowledge from curricular and co-curricular experiences, 2) have diverse interactions with those different from self, 3) invest time and effort in purposeful tasks that result in learning, 4) express awareness of individual impacts of experience to self, others, and the larger world, and 5) interact with faculty, peers, and staff/advisors about substantive matters over extended periods of time.

1 2 3 4 5

3. **To what degree does the trip's location enhance high impact learning?**

1 2 3 4 5

4. **To what degree does the proposed trip enhance students' career benefits and lifelong learning?**
Lifelong learning refers to "purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence" (Lifelong Learning Value Rubric).

1 2 3 4 5

5. **To what extent does the proposed trip support and facilitate the development of intercultural knowledge, diversity, equity, and access?**
Consider what detail the program provides students opportunity to enhance self-awareness through examining one's own cultural rules, norms, and biases. How do programs intentionally expose students' different cultural worldviews, modes of communication, and other interactions?

1 2 3 4 5

Total Score: _____

Score Explanation: