

**College of Education
Courses and Curricula Committee
Education Abroad Course Proposal Checklist**

The COE Courses and Curricula Committee must approve all Education Abroad (EA) courses even if already approved by the UK Senate as a domestic course. Faculty should prepare 1) a syllabus specific to the proposed travel semester, 2) an [EA Course Proposal or Course Renewal Proposal](#) **each year** the course is offered, and 3) an [EA College curricular approval form](#). Departmental and College approvals are required, but Senate approval is not.

Course learning outcomes:

In preparing the course proposal (even for existing courses), faculty will identify learning outcomes and pedagogical approaches as well as any additional technical/resource needs to achieve course outcomes while abroad. “Please (a) provide at least three specific learning outcomes for the overall program, (b) describe your pedagogical approach(es) for each intended outcome, (c) describe how each learning outcome will be assessed, and (d) list any resources that may be needed for each learning outcome to succeed. These learning outcomes should later appear in the course syllabus.” These learning outcomes and approaches should meet the rigor of regular courses.

Course Contact Hours

When providing the above information, it is also useful to consider contact hours as contact with students may differ substantially while abroad, especially for courses that include travel during study. Education Abroad best practice recommends 40-45 hours of contact for a 3 credit hour class to reflect Senate guidelines for instructional time. This is open to interpretation; however, typical faculty-student interactions that may be implied when teaching a face to face course, should be explicitly thought through. For example, contact hours can include: lectures provided by docents in museums, scheduled discussions over meals or in transit, de-briefing of student assignments, as well as typical class meetings even if they might occur in unusual situations or settings. What should not be included are sight-seeing excursions only tangentially related to course content and travel time. Finally, any integration of the study abroad portion of the course with on campus contact hours (or online preparation contact hours) must be clearly articulated. This is especially important if the course will include contact via distance learning mechanisms (e.g. pre-travel discussion board assignments). Reviewers should consider these different facets of instructor-student contact using criteria similar to that used when reviewing blended delivery courses for distance learning.

Course Descriptions vs. Course Marketing

The EA course application form requests typical information regarding a description of the course that one might find in the University Bulletin. Education Abroad course descriptions will also include a combination of course information and travel or cultural highlights for marketing purposes. Be sure to include both kinds of information as indicated in the course application so that the both the merits of the academic experience and study abroad enhancements can be used appropriately for C&C review of the course and in EA marketing.