

To: Dr. _____, Vice President of Academic Affairs

From: _____, Study Abroad Coordinator

Dear Dr. _____,

As you know, our study abroad program is continuously growing, and I, as the study abroad coordinator of the institution, want to ensure that we grow while offering safe, high quality programs. I believe that we have arrived at a point where we must make certain that all of our future education abroad programs meet the minimum requirements for quality education abroad programs, as set by the Forum on Education Abroad. The Forum on Education Abroad is a membership organization which is recognized by the U.S. Department of Justice and the Federal Trade Commission as the [Standards Development Organization \(SDO\) for education abroad](#). The Forum's [Standards of Good Practice for Education Abroad](#) are recognized to be the means by which the quality of education abroad at an institution may be judged. For this, I ask your support.

After reading the *Prompts for Self-Assessment*, which is the companion book to the Forum's *Standards of Good Practice for Education Abroad*, I identified two guiding principles that need the most attention at this time: Guiding Principle 4.1 Mission and Goals (Prompt 4.1f), and Guiding Principle 4.2 Collaboration and Transparency (Prompt 4.2 a).

Guiding Principle 4.1 Mission and Goals: We have partially fulfilled the Guiding Principle Mission and Goals, since we created a mission statement that is distributed on our study abroad webpage. However, we have not communicated the program's goals, objectives, and outcomes expected for our study abroad programs sufficiently. Therefore, I propose that all future faculty leaders should be trained to identify, interpret, and apply the mission statement, educational objectives, and goals, and know how to assess their program to ensure consistent, high quality programs (Prompt 4.1f). For this, the study abroad office, in collaboration with the university's assessment office, will develop a series of training workshops for faculty leaders before they begin the concrete planning stage of their program. We will have four 90-minute training sessions for faculty leaders from March to May 2022 in preparation for trips departing in Summer 2023. Faculty members will be able to work individually on their program development as we discuss the mission statement, educational objectives, goals, and introduce program assessment methods and how they can be applied to each program. We will use parts of Middlebury Institute of International Studies at Monterey's [Program Logic Model](#) to illustrate a best practice in developing activities abroad that will meet the educational objectives and goals. Resources needed for these training workshops are audiovisual equipment, a meeting space, and time from the organizers, presenters, as well as participants. No additional financial resources are needed.

Guiding Principle 4.2 Collaboration and Transparency: At _____, we often work closely with third party providers for faculty-led trips that are located in the host country to ensure the quality of the program and safety of the participants. However, we do not have a set of specific guidelines to ensure that each partner's mission, goals, objectives, and outcomes are compatible with those of our institution nor how the responsibilities within the partnership are distributed (Prompt 4.2a). In the Forum's member resources, I located a link to Penn State's [Guidelines for Global Collaborations and International Agreements](#), which I believe we should use as a model to develop our own guidelines. To create these guidelines, we will need to schedule meetings with various stakeholders in the campus community, such as the legal counsel, emergency manager, associate dean for

equity and inclusion, and representatives of the study abroad committee, which include faculty members who are experienced in organizing study abroad

programs. Stakeholders will share their expertise in developing guidelines that ensure the compatibility of goals between our institution and partners, clarification of responsibilities within the partnerships, along with a set schedule of revisiting the partnership for continuous improvement, which are all concepts included in the *Prompts for Self-Assessment*. The meetings to develop guidelines to reach the minimum requirement for Guiding Principle 4.2 Collaboration and Transparency will need to occur in January and February 2022. I anticipate that we will need to meet three to four times for 90 minutes. Resources needed for these meetings include a meeting space, human resource for organizing, leading, and participating in the meeting and audiovisual equipment. No additional financial resources are needed.

I appreciate your continued support for education abroad programs.

Please let me know if you have any questions.

Sincerely,

Study Abroad Coordinator

_____University