## College of Engineering International Student Exchange/Study Program Development and Approval Process

**Preface:** Since the College of Engineering strives to be the leader in providing international opportunities to its students, the COE wants to encourage the development of high quality, successful student exchange and study programs. In this spirit, the program development and approval process outlined below has been developed. Engineering International Engagement (EIE) staff are available to help prospective program coordinators develop programs that will be successful, and this process is intended to help guide these types of efforts.

**Process:** The process outlined below has several steps. EIE is available to answer questions that arise.

- Step 1. Potential program coordinator (initiator) and EIE staff enter into dialogue about the proposed program.
- Step 2. In consultation with his/her Department Chair, the Initiator completes the International Partnership Development Form (see below) describing the proposed partnership/collaboration.
- Step 3. The proposed program is presented to and reviewed by International Programs Advisory Council (IPAC) and a recommendation is made.
- Step 4. EIE develops a draft agreement which is reviewed by Legal Council and the Provost's Office.
- Step 5. The draft agreement and IPAC recommendation are reviewed for approval by the Dean's Office.
- Step 6. Once approved by the Dean's Office, the official agreement(s) are processed for signature.

## **International Partnership Development Form**

Initiator Na	ame:	Dep	artment:
Proposed	Program Location(s	):	
Type of Pi	rogram □ Exchange	☐ Faculty led ☐ Other:	
Primary Le	evel of students invo	lved: ☐ Undergraduate ☐	] Graduate
		☐ Coursework ☐ Internship	
In consulta	ation with your Depa	rtment Chair, please address t	he following criteria of your proposed program
1.	Value to Departmen	nt and College (benefit to stude	ents, faculty, Department & College):
2.	Language of instruc	ction:	

3. Necessity: Is a formal agreement necessary? If so, why?

4.	Level of support within Initiator's department (i.e. faculty commitment, staff support) including broader institutional support at the international partner institution. Is there a strong, supportive point of contact for the students at the partner institution?
5.	Market appeal: What evidence is there that the program will be "sellable" to ISU students?
6.	Partner institution reputation: For program success, partner institution should have sufficient quality so that ISU students are attracted to study there or partner students would have sufficient academic rigor to succeed in studies at ISU. For this criterion, it is desired that the institutions be in upper quartile nationally, but it is understood that rankings should be interpreted broadly within their international, national, and cultural context.
7.	Program long-term sustainability: It is desirable that programs be developed in which there is high probability of long term impact, considering the attractiveness of the institution to ISU students, level of staff support, and if there is potential for a wide variety of departments to be able to exchange students.

8.	over time, but there should be evidence and will continue to be safe in the near warnings and advisories several years region. Additionally, not only country le	standards: It is understood that conditions can change that the partner institution location is safe for students of future. If possible, consider US State Department travers back. It is important to consider the situation in the evel considerations should be taken into account, but also alsite, as safety conditions can be site-specific.	el
9.	For new programs, there may be strate	tegic reasons for giving priority to establishing a progran	n.
o.		e we want to be ready to send students in a few years.)	
Initiator Si	gnature:	_ Date:	
Departmei	nt Chair Signature:	Date:	