

# 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 Programs (EIP) 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. EIP is available to answer questions that arise.

Step 1. Potential program coordinator (Initiator) and EIP 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. EIP 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 by university leadership at ISU and the partnering institution.

## International Partnership Development Form

Initiator Name: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Program Location(s): \_\_\_\_\_

Type of Program  Exchange  Faculty led  Other: \_\_\_\_\_

Primary Level of students involved:  Undergraduate  Graduate

Primary Student Activity:  Coursework  Internship  Research

In consultation with your Department Chair, please address the following criteria of your proposed program:

1. What is the value of this proposed partnership to Department and College (benefit to students, faculty, Department & College):

2. Language of instruction: \_\_\_\_\_

3. 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? Is there someone at Iowa State who is willing to serve as the faculty Program Coordinator for this exchange and accept the responsibilities associated with that role?
  
4. Market appeal: What evidence is there that the program will be "sellable" to ISU students?
  
5. 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.
  
6. 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, please describe the level of faculty/staff support for this exchange, and if there is potential for a wide variety of departments to exchange students.

7. Appropriate social, cultural and safety standards: It is understood that conditions can change over time, but there should be evidence that the partner institution location is safe for students and will continue to be safe in the near future. If possible, consider US State Department travel warnings and advisories several years back. It is important to consider the situation in the region. Additionally, not only country level considerations should be taken into account, but also the condition at the specific institutional site, as safety conditions can be site-specific. Please provide a description of the health and safety conditions at the proposed partnering institution and services available from the school to support the health, safety, and wellness of our students.

8. For new programs, there may be strategic reasons for giving priority to establishing a program. (e.g. rapidly emerging economy, where we want to be ready to send students in a few years.) Please indicate any strategic reasons for approving this proposal.

Initiator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_