Global Education Course Proposal Packet

# Proposal Guidelines

* Course(s) offered abroad must be applicable to the host country/region.
* Course proposals for countries with current U.S. Department of State Travel Warnings will not be considered. *Some exceptions may apply.*
* The academic department(s) and Deans(s) are responsible for reviewing the proposed program including course subject matter and instructional delivery methods prior to submission.
* Global Ed. courses offered abroad must be of comparable academic rigor to those offered on campus. The number of credits associated with the course(s) should be based on the number of contact hours (minimum 15 contact hours per credit).
* Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, research, service learning, community projects, volunteer time, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.
* A program will typically have one primary Faculty Leader. If the program is associated with two or more discrete courses a second Faculty Leader may be considered. The second Faculty Leader will have equal teaching duties, receive a full salary, and their travel expenses should be budgeted into the per student program cost. If the travel experience is associated with one course but there is a desire for two Faculty Leaders, schools will have discretion as to approving participation and payment for a second Faculty Leader.
* If the program recruits sufficient students, a second faculty member or staff member may accompany the Faculty Leader in a supportive role as a Faculty Assistant. Typically this number is 15-20 participants but depends on the individual program budget. The sponsoring school will have discretion about the participation of Faculty Assistants.
* Faculty Leaders submitting a Global Ed Course Proposal are committing to the program. However, to ensure continuity of the program if for some reason the primary Faculty Leader is for reasons outside their control unable to participate prior to departure, a Faculty Leader Alternate needs to be identified, and approved by the program chair and school Dean.

# Application Instructions

**Proposal deadline for 2017 Summer programs is: April 10, 2016.**

**Proposal deadline for 2018 January or Spring Break programs is: November 10, 2016.**

A complete program proposal must include the following:

* Global Education Course Proposal Application (complete electronically)
* Course syllabi for all courses being taught on the program that includes a tentative program schedule including anticipated topics, assignments, and learning activities for the course(s) prior to, during, and after the program.
* Signatures of faculty leader(s), alternate faculty leader, department chair(s), and school dean(s).

**Complete proposals should be submitted via email to the Coordinator of Study Abroad Operations:** **Christopher.reeder@cuw.edu**

# Frequently Asked Questions

* **When is the proposal due?** In response to Faculty feedback, the Study Abroad office has now opened 2 proposal cycles, one geared toward programs running in January, and one for Spring Break and Summer programs. This allows greater flexibility for faculty. The corresponding deadlines are as follows:
	+ **Summer (May-August)** **2018** **programs**: **April 10, 2017** (13-15 months in advance)
	+ **January/Spring Break 2018 programs:**  **November 10, 2016** (13-15 months in advance)
* **Why is the proposal due about a year ahead of time?** Many things need to take place between proposal and the start of your travel. Program development, budget development, logistical arrangements, recruiting students, student applications and registration for the course, execution of the on-campus side of the course, pre-departure orientations, etc… and the industry standards surrounding short-term study abroad programs indicate that less than 12 months of lead time is not adequate for developing rigorous and safe programs.
* **When will I know the outcome of my proposal application?** Faculty members will be notified within three weeks of the submission deadline regarding the outcome of their proposal.
* **Can more than one department collaborate on a faculty-led program?** Yes. Interdisciplinary programs are encouraged, as they increase the learning outcomes for the students and the marketability of the program. Note that if multiple departments are included, each department chair and corresponding dean must sign off on the proposal.
* **Can more than one proposal be submitted by faculty members within the same academic department?** Yes, although competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle. Department chairs are encouraged to consult with the Study Abroad Office in advance of the deadline if multiple proposals are being submitted, or to discuss strategies for faculty-led programming.
* **Can I make changes to my program after the proposal is submitted?** If your program is approved to run in the next calendar year, the Study Abroad Office will work with you to develop your program, during which process changes may be made as needed. Any changes to the academic content and/or number of contact hours/credits will made in consultation with the academic department(s) and school(s).
* **If I am proposing a program that was approved before, do I need to complete this form?** If you submitted a proposal during the 2015 proposal cycle for a re-occurring program and you intent to run the program on a reoccurring basis, you just need to complete this short-renewal form each year to describe any changes to the program.
* **Do I need to submit a syllabus for the course I plan to teach abroad?** Yes. The syllabus is an important component of the proposal and should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes for the student. If there are multiple courses being offered, a syllabus should be provided for each course.
* **Who reviews my program proposal?** All faculty-led program proposals are first reviewed by their department chair and dean. Upon their approval, proposals are given to the Study Abroad Office for final review.

# Application for Annual Renewal

**Instructions for completion**: Fill in the form in Microsoft Word, then print for signatures. Scan completed document in for electronic submission to Christopher.reeder@cuw.edu.

# Faculty Leadership Information

**Primary Faculty Leader Name****:** Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text.

**Academic Department/School:** Click here to enter text.

**1. Do you plan to be absent from campus (sabbatical, extended leave, etc. in the year preceding the proposed program term?**\* [ ]  Yes [ ]  No

*\*Faculty who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Contact the Study Abroad Office for more information.*

**Secondary Faculty Leader Name** (*if any*)\*: Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text. **Academic Department/School:** Click here to enter text.

*\* See Proposal Guidelines above.*

**Faculty Assistant Name** (*if any*)\*:Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text. **Academic Department**Click here to enter text.

*\* See Proposal Guidelines above.*

\*\* Attach another sheet if additional Faculty Leaders/Assistants should be listed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Concordia Study Abroad Office *requires* that you identify an alternate faculty member to lead the group in the event that you cannot perform the duties of the Faculty Leader (unless there is a second Faculty Leader or Assistant already designated).

**Alternate Faculty Leader Name:** Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text. **Academic Department/School:** Click here to enter text.

# Program Information

**Program Title:** Click here to enter text.

***Note:*** *Program proposals for countries with current U.S. Department of State Travel Warnings will not be considered. Some exceptions may apply. Contact the Study Abroad Office for more information.*

**Program City(s):** Click here to enter text.

**Program Country(s):** Click here to enter text.

**During what term will your course be *listed*?** [ ]  Fall [ ]  Winterim [ ]  Spring [ ]  Summer

 [ ]  Other? Click here to enter text.

**Program Length (# days):**  Click here to enter text.

**Program Start Date:** Click here to enter a date. **Program End Date:** Click here to enter a date.

**These dates are:** [ ]  Set [ ]  Flexible If set, please elaborate: Click here to enter text.

**Anticipated frequency of program offering:** [ ]  One-time only [ ]  Annual [ ]  Biennial

 [ ]  Other: Click here to enter text.

**List any cooperating institutions or organizations** (if known), e.g., travel agent, study abroad provider, language school, foreign university, or other on-site organization in the host country(s).

 Click here to enter text.

**List the names and contact information for your primary contacts listed above.**

 Click here to enter text.

**What is the current political/security/health situation of the destination?** Assess your program in terms of safety, health issues, etc. Be sure to mention CDC or U.S. Department of State Travel Advisories/Warnings (if any).

 Click here to enter text.

**Anticipated program housing:**

[ ]  University housing [ ]  Host families [ ]  Hotels [ ]  Apartments [ ]  Hostels

[ ]  Other: Click here to enter text.

# Academic Information

**Course #1**

**Subject (e.g. SOC):** Click here to enter text. **Course number:** Click here to enter text.

**Course title:** Click here to enter text. **Number of credits:** Click here to enter text.

**Requirement fulfilled i.e. core/major/minor** (*if any*): Click here to enter text.

**Course #2 *(if course is cross-listed)***

**Subject (e.g. SOC):** Click here to enter text. **Course number:** Click here to enter text.

**Course title:** Click here to enter text. **Number of credits:** Click here to enter text.

**Requirement fulfilled i.e. core/major/minor** (*if any*): Click here to enter text.

**Course #3 *(if course is cross-listed)***

**Subject (e.g. SOC):** Click here to enter text. **Course number:** Click here to enter text.

**Course title:** Click here to enter text. **Number of credits:** Click here to enter text.

**Requirement fulfilled i.e. core/major/minor** (*if any*): Click here to enter text.

# \*\*Attach updated syllabi for all courses to be offered\*\*

**Changes to Program Since Original Proposal**

**1. Do you plan to make significant changes to your program’s activities? If so, please describe below**

Click here to enter text.

**2. What is the minimum number of students needed to make the program viable?**

Click here to enter text.

**3. Do you plan to have any non-Concordia students join the group overseas? If so, who and why? How will their presence impact the program logistically and academically?**

Click here to enter text.

**4. What is the estimated cost, per student?**

Click here to enter text.

**5. Provide a brief summary of the program** (approx. 100 words, to be used for printed advertising materials and the program webpage) that includes the academic topic, location, excursions, academic visits, cultural activities, program highlights, etc. If you want us to use specific images in the materials we develop, attach high resolution photos in your submission email.

Click here to enter text.

# Concordia University Global Education Faculty Leader Agreement

This agreement serves to confirm that the primary Faculty Leader, secondary Faculty Leader or Assistant (if any), and designated Alternate Faculty Leader understand their responsibilities with regards to the development, marketing and administration of faculty-led study abroad programs sponsored by the Concordia University Study Abroad Office. **Please initial next to each line.**

\_\_\_\_\_\_**a. Academic Content of the Program:** Syllabus preparation, textbook identification, course materials, lectures and participant assessment are the responsibility of the Faculty Leader.

\_\_\_\_\_\_**b. Number of Faculty Leaders:** A program will typically have one primary Faculty Leader. If the program is associated with two or more discrete courses, secondary Faculty Leaders will be considered. If the program recruits sufficient students, a second or third faculty member or staff member may accompany the Faculty Leader in a supportive role at the discretion of the sponsoring school (a Faculty Assistant). The impact on student costs should be considered before adding additional Faculty Leaders or Assistants.

\_\_\_\_\_\_**c. Collaboration with the Study Abroad Office:** Faculty Leaders agree to work in collaboration with the Study Abroad Office staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Leaders agree to communicate regularly with the Study Abroad staff member responsible for the study abroad program.

\_\_\_\_\_\_**d. Travel and Logistical Arrangements:** The Faculty Leader, whether independently or through the services of a travel agent, will identify a group flight for all participants, as well as make all arrangements for airport transfer, lodging and in-country travel. At least one Faculty Leader will travel from the point of origin and be with the group for the duration of the course, except where this creates undue hardship (for instance, programs that include distance learner participants or students traveling prior to the course). Any exception to this policy requires Study Abroad Office approval.

\_\_\_\_\_\_**e. Marketing and Recruitment:** Program-specific marketing and the recruitment of students is one of the primary Faculty Leader’s main responsibilities. The Study Abroad Office will create a program page and produce flyers for marketing purposes, as well as create opportunities for recruitment at events such as fairs and information sessions. Faculty/departments agree to promote their program to students and peers in order to meet minimum enrollment.

\_\_\_\_\_\_**f. Student Orientations:** The Study Abroad Office will conduct a mandatory orientation session for all student travelers prior to departure on a regularly scheduled Global Ed course. General issues related to health, safety, culture, and conduct will be addressed. For January programs, orientations will be held in November of the preceding year, and summer program orientations will be held in April. Programs operating outside these traditional terms will have orientations scheduled on an individual basis by the Faculty Leader.

The Faculty Leaders will additionally hold at least one mandatory, face-to-face, pre-departure orientation. The Faculty Leader orientation is necessary to address destination-specific issues relating to culture, health, safety and logistics, as well as establishing group dynamics and expectation. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, Faculty Leaders are encouraged to conduct additional pre-departure activities with participants.

All programs must have an on-site orientation conducted shortly after arrival. Faculty Leaders are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.

\_\_\_\_\_\_**g. General Supervision of Students:** Faculty Leaders will supervise and direct students in the academic and intercultural goals of the program both pre- and post-departure. Faculty Leaders are the primary person responsible for the supervision and welfare of the students participating in the program, and are responsible, among other things, for supervising and monitoring each student’s conformance to University and other applicable policies, rules, regulations and standards of conduct. Leaders should be familiar with the Concordia University Code of Student Conduct as well as Study Abroad policies (outlined in the Study Abroad Faculty Leader Handbook).

\_\_\_\_\_\_**h. Accompanying Persons on Faculty-Led Programs:** All accompanying persons, including family members, are subject to the Concordia University Study Abroad Guidelines for Accompanying Family Members in the Faculty Handbook. Faculty Leaders intending to have accompanying persons on the program must inform the Study Abroad Office during the development phase of the program to verify feasibility. Children under the age of 18 are prohibited from participation in Global Ed Programs. *Exceptions may be considered at the discretion of the SAO and sponsoring Dean.*

\_\_\_\_\_\_**i. Faculty Leader Preparation:** Because leading a study abroad program is both challenging and complex, all first-time Faculty Leaders and Assistants are required to attend the Study Abroad Faculty Leaders Training Session in the term prior to their leading a program. Repeat Faculty Leaders are also welcome and encouraged to attend. Date, time, and location of the training will be held at a time mutually agreeable to both Faculty Leaders and Study Abroad Office staff. If faculty cannot attend they must set up an individual meeting with Study Abroad staff.

\_\_\_\_\_\_**j. Health, Safety and Communication:** In the interest of the health and safety of participants in faculty-led study abroad programs, the primary Faculty Leader is required to confirm the group’s arrival with the Study Abroad Office via email within 24 hours of arriving to the program site, and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Leaders should be prepared to respond to health and safety problems whether emergency or routine in nature.

\_\_\_\_\_\_**k. Financial Reporting:** The University requires complete financial reporting for all expenses incurred by the program. Study Abroad Office staff will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Leader prior to departure. All program related finances are ultimately the responsibility of the sponsoring school.

\_\_\_\_\_\_**l. Evaluation:** All student participants in Global Ed Courses need to complete an assessment that evaluates programmatic elements as well as Global Citizenship outcomes. This is in addition to the evaluations that are normative in all university courses. The Study Abroad Office, in conjunction with the IRB, develops, maintains and reviews this evaluation. It is the Faculty Leader’s responsibility to administer it and ensure a 100% response rate. Faculty Leaders who fail to administer this evaluation may not be approved to operate Global Ed programs in the future.

\_\_\_\_\_\_**m. Grade Submission:** Faculty Leaders should post grades online or submit final no later than 30 days following the conclusion of the program.

\_\_\_\_\_\_**n. Cancellation:** The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment, travel warnings and advisories from the U.S. Department of State, or other safety and security threats. The Study Abroad Office closely monitors the most current safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.

 If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If at all possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the Study Abroad Office will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Leader will not receive any monetary compensation.

\_\_\_\_\_\_**o. Withdrawal:** It is expected that the primary Faculty Leader submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Leader for the program except in an emergency. You must identify an alternate primary faculty member to lead the group in the event that you cannot perform the duties of Faculty Leader (unless there is a secondary Faculty Leader or Assistant already in place). In the event the primary Faculty Leader must withdraw from the program the alternate (or secondary) Faculty Leader will be called upon to take over the program.

# Acknowledgments and Approvals

# Faculty Leader(s)

I have read, understand, and agree to the expectations and responsibilities of a Concordia University Study Abroad Program Faculty Leader/Assistant as outlined in the Faculty Leader Agreement above. I have reviewed the Concordia Faculty-Led Study Abroad Programs Handbook *(see Application Instructions section above)*.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Primary Faculty Leader* *(Name) Primary Faculty Leader* *(Signature) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Secondary Faculty Leader/Assistant (Name) Secondary Faculty Leader* */Assistant (Signature) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Alternate Faculty Leader* *(Name) Alternate Faculty Leader* *(Signature) Date*

# Sponsoring Department(s) and Schools(s)

I have reviewed and support the applicant's faculty-led program proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Chair of the Sponsoring Dept. (Name) Chair of the Sponsoring Dept. (Signature) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Dean of the Sponsoring School (Name) Dean of the Sponsoring School (Signature) Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Chair of the Secondary Sponsoring Dept. Chair of the Secondary Sponsoring Dept. Date*

 *(Name) (Signature)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Dean of the Secondary Sponsoring School Dean of the Secondary Sponsoring School Date*

 *(Name) (Signature)*

**Scan and submit your completed proposal electronically to** **Christopher.reeder@cuw.edu****.**

**Paper forms will not be accepted!**

Office use only:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Dr. David Birner, Executive Director of the CIC Date*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Dr. William Cario, Senior Vice President of Academics Date*