

FACULTY-LED STUDY ABROAD PROGRAM PROPOSAL

Please use this template to develop your program proposal. Your department chair, Campus Advisory Committee, and the Curriculum Committee must approve your program proposal according to Simpson's's deadlines. For questions or extra guidance please reach out to John Cardamone - john.cardamone@simpson.edu.

SECTION I: FACULTY INFORMATION

Primary Course Leader: _____

Academic Department/College: _____

ID: _____ Email Address: _____ Campus Phone: _____

Full Time or Part Time: _____

Experience Leading a Program abroad: (Describe your experience leading a Sponsored or other Study Abroad program)

Faculty/Staff Co-Leader : _____

Academic Department/College: _____

ID: _____ Email Address: _____ Campus Phone: _____

Full or Part Time: _____

**Department chair: Is this travel course part of the lead instructor's load or overload ? Is the travel course part of the co-instructor's load or overload ? Overload pay requires approval from the Vice President of Academic Affairs. (Course Assistant fills a "non-teaching" role in the course and will receive a contract/stipend as payment for 2 course credits)*

Load / Overload Policy: "May Term needs to be treated like the semester—one load credit distributed (4-0, 3-1, 2-2 [sic]) between two faculty; no one not under contract with Simpson leads a trip unpaid; costs of overloads may NOT be passed onto students."

From the Dean of Faculty

SECTION II: PROGRAM DESCRIPTION

Dept. Chair Signature _____

Course Title (Catalog):

Program Title (Marketing): _____

Program Description: *In narrative form, please describe the program addressing the following questions in mind:*

1. *What are the intended academic goals of the program?*
2. *What are the intercultural learning goals of the program and how will students achieve them?*
3. *Who is the intended audience for this program?*
4. *In what way does the curriculum leverage the unique learning opportunity of your host country context?*

Program Location - City: _____ Country: _____

If multiple locations are visited, please list here:

1. Name of City, Country _____
2. Name of City, Country _____
3. Name of City, Country _____

Program Start Date: _____ Program End Date: _____

Course Designation Plan (*Different courses are offered different options under course designation. These will have to be turned into the Curriculum Committee upon acceptance*)

- Global Studies ☐
- Historical Inquiry ☐
- Experiential Learning ☐
- Scientific Inquiry ☐
- Arts and Creative Expression ☐
- Human Behavior and Society ☐

Minimum Enrollment (*This can be an estimate but should be near expectation*): _____

Maximum Enrollment (*This can be an estimate but should be near expectation*): _____

Expected Enrollment (*This can be an estimate but should be near expectation*): _____

Anticipated per student cost (based on attached budget sheet): _____

SECTION III: COURSE INFORMATION

Most May Term programs are two part and offer 1 credit for semester long once a week course and 4 credits for a 3 week long course. Faculty/Staff Course Leaders can split tasks and have one focus on one or both of the courses. Provide a short description of what you might envision for this course.

PREP COURSE:

Course Prefix and Number: _____ Number of Credits: _____

Course Title: _____

Course taught by both leaders?: ____ Yes ____ No If no, instructor name: _____

List pre-requisites for this course, if applicable:

Please provide a short course description including the academic learning outcomes:

Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections etc.

MAY TERM:

Course Prefix and Number: _____ Number of Credits: _____

Course Title: _____

Course taught by both leaders?: ____ Yes ____ No If no, instructor name:

_____ List pre-requisites for this course, if applicable:

Please provide a short course description including the academic learning outcomes:

Describe the frequency and duration of lectures, cultural activities as they relate to the coursework, program discussions/reflections etc.

SECTION IV: TRAVEL COURSE DESCRIPTION

It is important to remember that we are seeking to embrace and increase engagement of Simpson students with international experiences and intercultural knowledge through an academic lens. In order to accomplish this goal it is vital that we also market the experience to students in a manner in which they can fully buy in to the opportunities that are presented to them. Below please include a Catalog Description of your travel course and a Promotional Description so that we are able to engage students through both an intellectual and social lens of understanding the potential experience.

Please address how you will prepare, engage and support students during all three phases of the study abroad program:

Catalog Description (110 words):

Promotional Description (200 words):

SECTION V: HEALTH AND WELLNESS

Are vaccinations/immunizations required for travel to the host country? ____ Yes ____ No

If yes, please list here:

SECTION VI: PROGRAM LOGISTICS

Will you need assistance identifying a third-party provider who will be responsible for arranging on-site logistics? ____ Yes ____ No

If no, please complete the following information for the identified third-party provider/host institution you will use for services/logistics in the host country:

Name of Provider / Institution: _____

Contact info for Provider / Institution: _____

Accommodations for Faculty: Hotel ☐ Dorm ☐ Hostel ☐ Homestay ☐ Apartment ☐

Other: _____

Accommodations for Students: Hotel ☐ Dorm ☐ Hostel ☐ Homestay ☐ Apartment ☐

Other: _____

Meals:

Will meals be included in the program fee? ____ Yes ____ No ____ Some

Transportation:

All students will have their international airfare arranged for them.

Will in-country transportation be required for this program? ____ Yes ____ No

If so, list in-country transportation method(s) here:

Faculty Signature

By signing this proposal, I commit to implementing this program as outlined here and approved by the . I understand that any major changes to the program design, learning objectives or location may require a new program proposal and approval.

Primary Director Signature: _____ **Date:** _____



Before sending this proposal to your department or college, this proposal must be approved by Director of International Education and Study Abroad. Please send this completed proposal for review to John Cardamone (john.cardamone@simpson.edu).

CAC COMMENTS/NOTES:

CAC Approval: _____ **Date:** _____

STUDY ABROAD PROGRAM APPROVAL

Program Name: _____

Location (city and country): _____

Program Director (s): _____

Dates of program: _____

Courses Offered*:

1. Course Prefix and #: _____ Title: _____ # of credits _____
2. Course Prefix and #: _____ Title: _____ # of credits _____

Your signatures below indicate your approval of this study abroad program proposal and that you have ascertained the following:

- The program offers the appropriate contact hours for the credit hours to be awarded.
- The program director, any additional teaching faculty or graduate teaching assistants (if applicable) are qualified to teach in this program.
- The program is appropriate and sufficiently rigorous, as it relates to the content and pedagogical method(s) appropriate to the discipline, (traditional lecture, field research, service learning, etc.).
- Academic and intercultural student learning outcomes are clearly defined and will be incorporated in all aspects of the study abroad program.
- All course numbers listed exist and have been taught on campus within the last 5 years.
- The department will register students for the departmentally controlled sections.

Dean or Associate Dean

Date

** All Simpson faculty led programs are funded by students.*