



Short-Term Study Abroad Program Proposal

Summer Program Application Deadline: August 15
Winter Intersession Program Application Deadline: March 15

Introduction:

The quality of short-term study abroad programs led by faculty, and the resulting experience of students who participate in them, depends on the degree to which participating faculty involve themselves in the planning, recruitment and implementation, as well as the daily operation of the program on site. The on-site faculty director will bear primary responsibility for the proper functioning of the program, including attention to the administrative details and logistics that make such programs run smoothly, often in difficult international contexts. Involvement beyond the academic component includes logistics, extracurricular activities, and the personal lives of the students who participate. In addition to teaching, faculty must be available to students outside the classroom and participate in group activities. Nevertheless, the rewards of this level of involvement are extraordinary and, to many, provide some of the most meaningful teaching experiences of their careers.

The purpose of this application process is to ensure consistently high-quality Longwood University study abroad programs by providing the necessary information for departments and for the Office of International Affairs to identify programs and faculty who have the interest and qualifications for leading a summer study abroad program, as well as for program review and required approval by department chairs, deans, and the Office of International Affairs.

Faculty who wish to lead a short term course abroad should complete the attached form and submit it, along with the accompanying information, to the Department Chair, Dean, and to the Director of International Affairs before the deadline dates above.



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Faculty Information:

Faculty name and title _____
(please list all faculty members who will accompany the group)

Department _____ Campus address _____

Telephone _____ E-mail _____

Program and Course Information:

Program site(s) _____ Approximate dates _____

Course number and title _____

Number of Credit Hours _____ Satisfies: Gen Ed _____ Major/minor req _____ Other _____

Please supply the following information:

1. What is the rationale for choice of course topics, goals, readings, and other elements of the curriculum as they relate to the course location(s)?

2. Please list principal teaching methods or pedagogical approaches you plan to use and explain how they facilitate the learning process to ensure that the course objectives are met.

3. How do you anticipate that participants will interact with the local population?

4. Describe any experience you may have in the proposed location(s) and contacts you may have in the host country or countries. (Lack of experience in the locations of the program will not disqualify your proposal).

5. What language(s) are spoken in the proposed location(s) of your course? What is your level of proficiency in those languages? _____

6. If the course topic is outside your academic discipline, describe what training and experience you have to teach this course. _____

7. Estimate the percentage of the on-site teaching and guiding that you will do yourself. Will you be using guest lecturers or guides? If yes, why and how are they used and how will you integrate them into the course? _____

8. If there are two faculty directors:
- How will the directors share responsibilities?
 - What experience do the directors have working together?
- _____
9. Describe your previous experience teaching courses abroad.

10. Describe your expectations of responsibilities while abroad.

Please list the kinds of program logistics you plan:

1. Target student group size _____
2. Proposed transportation to the location _____
3. Proposed in-country transportation (bus, train, etc.) _____

4. Proposed student accommodations; if the course involves a home-stay experience, describe the length of the home stay and the individuals and/or organizations responsible for arranging home stays.

5. Proposed faculty accommodation _____
6. Field trips, excursions, visits included in program _____

7. Safety and risk management issues that apply to this program _____

Integrated Syllabus

Please submit a **draft syllabus** for your course along with this proposal; you may finalize and make changes to it during the coming months, in consultation with other faculty in the program. The **final syllabus** should be completed by March 15 for summer programs and by October 15 for winter intersessions.

Short-term study abroad programs set themselves apart because they attempt to integrate traditional classroom education with experiential learning and site visits. It is very important that you demonstrate how the location and local resources enhance the learning objectives of the course.

The syllabus should include the following items:

- **Course description**
- List of the course **goals and objectives**
- **Required and recommended** readings, assignments, texts, presentations, etc.
- A detailed **itinerary** of locations and dates.
- The various **educational activities** (lecture titles or topics, readings, site visits, group discussions/reflection time, projects, cultural events, etc.). Clearly demonstrate how these activities are linked to the course objectives and location.
- Other **culturally orienting activities**.
- The length of time spent in these activities. **Contact hours**, defined as the time when you or other instructors or guides accompany students and provide information and guidance as they engage in the activities of the course, must be equivalent to or more than those on campus. Contact hours do not include assignments students complete on their own or travel time to and from sites, etc. Contact hours may include pre-departure class sessions that focus on the course objectives, but may not include pre-departure sessions that focus on travel arrangements, safety, etc.
- **Course evaluation**. Be specific with the percentage of grade for each requirement such as participation and attendance, assignments, essays, exams, papers, projects, presentations, journals, or field observation reports that are used as the basis of the course grade.

FACULTY EXPECTATIONS

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The quality of short term study abroad programs led by faculty, and the resulting experience of students who participate in them, depend on the degree to which participating faculty involve themselves in the planning, recruitment and implementation, as well as the daily operation of the program on site. The duties of on-site faculty include attention to the administrative details and logistics that make such programs run smoothly, often in difficult international contexts. Involvement beyond the academic component includes logistics, extracurricular activities, and the personal lives of the students who participate. In addition to teaching, faculty must be available to students outside the classroom. Nevertheless, the rewards of this level of involvement are extraordinary and, to many, provide some of the most meaningful teaching experiences of their careers.

I am committed to serving as one of the leaders of a Longwood University study abroad program and understand that, if this proposal is approved, I am responsible for and agree to:

1. Conduct marketing of the program and recruitment of students.
2. Screen and interview applicants, as part of the application process, to determine that the focus of the course and the student expectations are a good match.
3. Make all overseas arrangements (travel, housing, meetings, etc.).
4. Lead the trip, plan and teach the course, and lead/accompany students on program excursions, field trips, cultural events, etc.
5. Oversee all aspects of the trip, including housing, student conduct, health and safety, crisis management, etc.
6. Abide by the policies and procedures of the sponsoring institutions. Communicate to students that their behavior will be governed by the policies of Longwood University.
7. Follow all safety and security procedures. Ensure that students complete all appropriate release forms.
8. Notify any sponsoring institutions abroad as well as the Longwood Office of International Affairs of any emergency situations that arise (student illness, attacks, natural disaster, etc.). Keep in mind how world events are perceived by parents at home and make sure that the institution abroad/Office of International Affairs have the facts directly from the faculty.
9. Ensure that students complete and submit program evaluations.
10. Maintain detailed records of receipts and expenditures according to LU policies.

I have read the "Short-Term Study Abroad Programs Guide for Faculty Directors" and understand the level of commitment and responsibilities required of me and I agree to meet these obligations.

Faculty Member Signature: _____ Date: _____

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Department Chair Recommendation and Approvals

Recommendation for: _____
Faculty member

The contents of this recommendation will be kept in confidence in the Office of International Affairs. This form may be reviewed by the Dean of the appropriate College, the Director of International Affairs and by the Vice President for Academic Affairs.

The following are important criteria in assessing appropriate faculty members for study abroad:

- Since faculty participants must be prepared to go beyond the academic portion of the program, they should have substantial interest in students and a record of working successfully with them. Highly relevant to assessing this qualification are the applicant's history as an effective teacher and academic advisor, the applicant's experience with students' larger intellectual and personal development across a broad range of undergraduate student life, and the applicant's ability to help students to understand other cultures.
- Since faculty participants will be responsible for guiding students through their encounters with another culture, they should normally have knowledge of the language and culture of the host country, including its academic values and structures.

Please indicate your level of support for this faculty member's participation in this study abroad program.

___ I have discussed participation in study abroad programs with this faculty member.

___ I highly recommend this faculty member.

___ I recommend this faculty member with reservations (state below).

___ I do **not** recommend this faculty member.

Please comment on this faculty member's capacity to handle the unique responsibilities involved with the participation in a study abroad program.

Department Chair signature

Department

Date

This proposal is approved by:

Academic dean

Date

Please forward approved application to the Director of International Affairs by the deadlines above.