



Short-Term Study Abroad Repeat Program Proposal

Summer Program Application Deadline: August 15

Winter Intersession Program Application Deadline: March 15

Introduction:

This proposal form is for programs that are planned for a second or subsequent time, for which there are no major changes, other than program dates and some logistics. Please use this shortened form if you are planning to run a program that you have already led in the recent past.

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.

LONGWOOD

U N I V E R S I T Y



Repeat Short-Term Study Abroad Program Proposal

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

Faculty Program Director:

Faculty name and title _____

Department _____

Telephone _____ e-mail _____

Program Description:

Program name _____

Program site(s) _____

Duration (in weeks) _____ Dates (approximate) _____

Name all faculty members who will accompany the group _____

Which salaries will be paid by the department? _____

Credit hours offered: _____ Target student group size (min, max): _____

Name of courses to be offered: _____

Please list changes to the program (attach document to this form).

Please include changes if any, to program site(s), duration, dates, number of faculty, number of salaries paid by the department, credit hours per student, target student group size (min, max), name of courses to be offered (with syllabus), partner institution or host country liaison (list all applicable), proposed in-country transportation (bus, train, etc.), proposed student accommodations, field trips included in program, proposed faculty accommodation as well as new safety and risk management issues that will apply to this program.

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 Program Director’s Signature

Date

This program is approved by:

Faculty program director

Date

Department chair

Date

Academic dean

Date

Director of International Affairs

Date

FACULTY EXPECTATIONS

Short Term Study Abroad Program Proposal

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: _____

Short-Term Study Abroad Program Proposal

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.