



Center for International Education Study Abroad Guidelines for Submission of Proposals

Study Abroad Programs

Center for International Education

GUIDELINES FOR SUBMISSION OF PROPOSALS FOR GLOBAL SEMINARS

- I. **TITLE PAGE** - The title page should have appropriate departmental and unit sign-offs and should be in the format found on page 4. In addition to sign-offs on the title page, a letter of support may be attached from the departmental executive officer. This letter should speak to the faculty member's academic specialty and its relationship to the proposed activity, the faculty member's organizational ability (ability to handle arrangements), financial management capabilities and ability to relate to a group of persons traveling together. There should also be a statement of the department's willingness to support the proposed program and to commit resources to planning, clerical assistance, promotional efforts and other activities.
- II. **NARRATIVE**- The narrative should describe the activity as you envision it, with a general description of the following items (but not limited to these items): (1) general goal of the activity (specific educational objectives will be discussed in section III); (2) intended target group (i.e. what type of individual will the activity serve?); (3) importance of teaching the course off-campus as a study abroad or travel/study course; (4) type of presentations to be used and educational materials (texts, guest lecturers, visitations, staff lecture, etc.); (5) orientation – how will students be provided with necessary information concerning the host country(s), visa requirements, need for passport, language, cultural taboos, customs regulations, etc.; (6) promotion- what do you see as the most effective method of marketing the program? The narrative need not be more than 250-300 words.
- III. **EDUCATIONAL OBJECTIVES**- This is perhaps the most important facet of the proposal:
 - A. **Course Objectives**- State concise objectives in terms of learning outcomes: e.g. "The student will know the three basic methods of financing export commodities produced in Japan." Please avoid objectives stated in generalities which cannot be measured: e.g. "The student will understand the financing of export commodities."
 - B. **Itinerary**- Develop the itinerary which will best support the stated objectives, with explanations as to how major portions of the itinerary relate to accomplishing the educational objectives.
 - C. **Implementation of Educational Objectives** - State what instructional means are envisioned for realizing each educational objective. In the case of the "financing of export commodities produced in Japan," a reasonable implementation might include a visit to the International Division of the Bank of Kyoto, lecture by the instructor, and the reading of a chapter in a text pertaining to the financing of export commodities.
 - D. **Evaluation**- Please state the criteria to be used in evaluating students for the activity. Weight given to exams, term papers or any other type of activity should

be addressed. Evaluation should correspond to your stated course objectives. If variable credit is to be offered, please state how the evaluation and workload will differ for each credit-hour option.

- E. Course Credit- The number of hours to be granted for a given course delivered via travel/study is generally based on the number of contact hours the instructor plans for lectures, visitations, seminars, etc. The rule of thumb used throughout the university is that a course should provide fifteen (15) contact hours for each semester hour of credit. Therefore, a three hour course would require that the itinerary demonstrate that there will be 45 contact hours of instruction delivered. It is fully realized that travel/study is a 24-hour educational experience and that the faculty member may be involved that many hours; however, there must be a clear demonstration of formal instruction for purposes of setting course credit. In general, a two-three week course carries three (3) hours of credit. Beyond that, it depends on the specific course requirements. All participants in travel/study activities are required to participate in all course activities. The total number of credit hours granted may not exceed university limitations, i.e. a full load for summer term is nine credit hours. A student may not matriculate for more than 9 credit hours without the signature of a dean.

- IV. BUDGET- An Excel spreadsheet is attached for you to use while developing a budget. You should use this for the proposal, but also as a way to adjustments as exchange rates or the number of participants change. Study Abroad Programs will be pleased to assist you with completing the initial and final budgets. As a general rule of thumb, it should be remembered that all expenses accruing to students with the exception of tuition also exist for instructors. Generally speaking, Global Seminars must have a minimum of ten participants for the instructor to receive summer salary. Remember, if the number of participants is overestimated, the amount collected per participant for the instructor's expenses (air, hotel and food) will, of necessity, rise with the smaller number of participants. The marketability of a program is directly related to the cost the market will bear. Keep prices down wherever possible. A contingency allowance is built into the final cost to cover unanticipated increases due to airfare increases, exchange rate fluctuations and the like.

Please note that final budgets require the approval of the instructor(s) and Study Abroad Programs. We have found that faculty want to be involved in the budgetary portion of an activity for the simple reason that a summer appointment can be affected by budgetary factors. This type of familiarity with the overall cost of the program also prevents conflicting information being disseminated to prospective participants.

- V. GENERAL INFORMATION

- A. Promotion of Programs - Promotion is a joint effort of the faculty member and Study Abroad Programs. Our general experience has been that those faculty who take a great deal of interest in recruiting are those who have successful

programs. Recruiting through colleagues both at SIUC and other institutions creates a personal awareness of the quality of a program far greater than a brochure.

A certain amount is normally built into a budget for purposes of promotion. This cost, assuming the activity is successfully borne by the participants on a pro rata basis as part of the overall program cost. In the event that the activity does not materialize for want of applicants, Study Abroad Programs normally absorbs the loss of front money. An exception to this is in the-area of paid advertising in journals or other venues. While this form of promotion is normally expensive, it can also be quite effective. Our normal policy has been to split the cost off a classified ad in a professional journal with the department sponsoring the program. If the program succeeds in attracting the minimum number of students budgeted, then the half of the cost born by the department is reimbursed by Study Abroad Programs. The policy of cost sharing has evolved for two reasons: (1) It shows that the department and faculty member have a-commitment to the program, and (2) it allows Study Abroad Programs to disburse its limited resources over a greater number of programs at the initial stage of development.

- B. Paid Advertising - All promotion done through professional journals or paid publications is subject to the approval of the Purchasing Department and University-Publications. Faculty should make no commitments to publication without going through Study Abroad Programs and other appropriate offices. Program leaders should not arrange for any paid advertising on your own. You are welcome to share information with free advertising opportunities such as a newsletter for your professional association. Social Media sites may also be utilized, but it is important to refer back to the Study Abroad Programs web site for official information such as cost or requirements. This avoids the possibility of conflicting information confusing potential applicants.
- C. Advisory Committee on Study Abroad - Comprehensive proposals are reviewed by a university-wide Study Abroad committee. The purpose of this committee is peer and administrative review of a proposed activity to assure its academic integrity as well as to provide additional input to the faculty member as to how the activity might be improved. While the committee's recommendations are advisory, it is the internal policy of Study Abroad Programs to adhere to the committee's recommendations.
- D. Department Approval - In addition to approval by the Advisory Committee, a faculty member must secure approvals from both his academic unit and department before final approval is granted for the proposed program. These approvals are necessary because of a recognition that the faculty member will, of necessity, be dedicating some of his or her time to the program and there may be some unit or department resources necessary in the initial stages of development (i.e. secretarial support, telecommunications, etc.).

E. STUDY ABROAD COMPENSATION

Faculty members who organize and conduct summer Global Seminars are eligible for compensation on the same basis as any other summer instruction. The policy for instruction during the semester is to be determined. Please contact Study Abroad Programs for details.

Faculty members are also eligible to receive travel per diems based on the standard university schedule. This cost has to be built into the program charge unless it is covered by the sponsoring academic unit or other entities.

F. COVER PAGE (General Format)

Title of Program (Name given by the Proposer)

Departmental Course Rubric(s) & Number(s)

A Global Seminar Proposal for (Summer or Interim) 201X

Submitted by: _____

Academic rank or Title: _____

Department: _____

Approved by:

Name of Departmental Executive Officer
Name of Department

Name of Dean
Name of Academic Unit

Other Necessary Approvals (As required by your department or college)