

OFF-CAMPUS PROGRAM PROPOSAL (SEMESTER)



Center for (CGE) Global Education

This form is designed to assist in the planning and evaluation of the off-campus program you propose to direct. **PART ONE** focuses on academic issues and content while **PART TWO** applies to logistical and organizational arrangements. Before faculty members submit a proposal to direct a study abroad program, they are encouraged to work with staff in the Center for Global Education (CGE) as they construct the proposal. Once submitted to the CGE, the proposal is evaluated by the Committee on Global Education (a subcommittee of the Committee on Academic Affairs). If CoGE gives a positive recommendation on the proposal, the proposal is then considered by CoAA. If CoAA gives a positive recommendation on the proposal, it is then considered by the Office of Academic and Faculty Affairs for final approval. It is important that faculty proposing a program understand that they can receive requests for further information, for revisions, or be denied approval at any stage of this process.

In order to ensure that faculty seeking to propose to direct a study abroad program fully understand the process, we describe below the role that each committee and office (e.g., CGE, CoGE, CoAA, and OAFA) play in evaluating and approving program proposals.

CGE: The staff of the Center for Global Education plays a variety of roles in working with faculty in the process of off-campus program design, development, and implementation. The process begins with a Call for Proposals in which faculty are invited to submit proposals for programs scheduled for the following year (a call for semester-long programs is issued each semester; short-term proposals are solicited only in the spring). Faculty interested in directing a program are encouraged to consult with CGE staff to discuss ideas and to learn more about on-site partners and resources. The Dean of Global Education distributes proposals to the members of CoGE, works with the Chair of CoGE to notify those who have proposed programs of CoGE's recommendations, and forwards proposals recommended for approval to CoAA. Once proposals are formally approved by CoAA and the Provost and Dean of Faculty, CGE staff will work with Faculty Directors on all aspects of program planning. This will include connecting with international partner institutions, drafting program budgets and itineraries, and recruiting, selecting, and preparing students for their experience abroad.

CoGE: Members of the Committee on Global Education review program proposals with several objectives in mind, including the program's proposed use of the site and local academic resources, opportunities for cultural learning outside of the classroom, the faculty director's preparation to lead the program and availability to participate in recruitment and pre-departure planning, and the fit of the program to our on-campus curriculum (including identification of courses that can prepare students to participate in the program and further develop their interests and knowledge after they return). The committee also considers the geographic and curricular diversity of our offerings, the need to encourage and develop new faculty directors, as well as opportunities to offer programs that serve students who might otherwise not go abroad.

CoAA: Upon receiving the program proposal from CoGE, CoAA reviews the proposal and focuses on the following issues: 1) How well does the proposed program fit into the general, campus-wide curriculum? and 2) The overall curricular goals of the program. When evaluating the first issue, the program's fit into the general curriculum, CoAA is interested in whether and how the program might help students meet the aspirational goals and the amount of overlap between

courses offered abroad and those offered on campus. When evaluating the second issue, the overall curricular goals of the program, CoAA is interested in the way that the program will support the curricular goals of the institution, such as the animating principle of *Explore, Collaborate, Act*; the role of the Colleges in the twenty-first century; inter-disciplinarity; and the potential to develop students' capacity for analytical, expressive, empathetic, critical, and effective reasoning and communication (see <https://www.hws.edu/academics/curriculum.aspx>).

OAFAs: After the Committee on Academic Affairs (CoAA) approves the study abroad proposal, the Provost and Dean of Faculty reviews the proposal for final approval. As the final institutional voice on study abroad programs, the Provost assesses the impact on department/program staffing and the budget in approving the program. Preference is given to proposals with clear academic goals and contributions to the curriculum as a whole (based on recommendations of CoGE and CoAA); with manageable impacts to departmental/programmatic needs; with appropriate supports for faculty and program development; and with reasonable budgetary expenditures. The Provost and Dean of Faculty may consult with CoAA, the Center for Global Education, the proposing faculty member(s), and others necessary to reach a final decision. Signed approvals will be sent to the Office of the Registrar for record-keeping, and the Registrar will notify the CGE of the Provost and Dean of Faculty's final decision.

Please review the "Applying to Direct a Semester-Long Off-Campus Program" document available on the CGE's For Faculty resource page when preparing your proposal.

- If your proposal includes a new course(s), you must simultaneously submit a "Course Proposal for Off-Campus Programs" for each new course to accompany your program proposal. This form is available on the Registrar's webpage under "forms".
- Submit completed proposals to Tom D'Agostino, Dean of Global Education (309 Trinity Hall - tdagostino@hws.edu).
- If your proposal includes a preparatory 1/2 credit Reader's College please include a title and brief description in #9 below. If your proposal is approved you will need to submit a Reader's College course proposal (form available on the Registrar's webpage) to the Registrar by the specified deadline for Reader's College proposals for CoAA review.

DEADLINES: Note that proposals are due 16-18 months prior to program start date to allow for student recruitment and preparation.

Fall Semester Programs: Typically mid-March (of the year before the proposed program)
Spring Semester Programs: Typically mid-October (of the year before the proposed program)

PART ONE

1. Today's date: _____

2. Your name: _____ Department: _____

Second proposed director (if applicable): _____ Department: _____

Note: It is customary for dual-director programs to include a bi-disciplinary (BIDS) course. A strong and compelling explanation will be required for dual-director programs to be approved as an exception without a BIDS course.

3. Location of Program: _____

Semester: _____ Year: _____

4. Titles and brief description of courses to be offered:

A.

taught by:

B.

taught by:

C.

taught by:

D.

taught by:

5. Names and affiliations of adjunct faculty (if applicable):

(Name)

(Affiliation)

(Name)

(Affiliation)

6. Proposed number of students for program (and rationale if ratio is other than 1:20 for a single-director program or 2:35 for a dual-director program.) Note that programs not meeting minimum enrollment requirements [14 for single-director and 24 for dual-director] are subject to cancellation:

7. Language to be learned (if applicable). Include provisions for instruction:

8. Describe the excursions to be included as part of the program:

9. Prerequisites for student applicants (language study, courses, Reader's College, other):

10. Other preparatory experiences:

11. Reading list for student preparation (about five items):

12. Post-program courses available for students:

13. Post-program experiences anticipated (ie: opportunities to encourage reflection, contribute to campus internationalization, etc.)

14. Qualification of proposed director (area expertise, familiarity with site, language facility, prior experience leading students off-campus):

15. Attach a narrative describing in detail your academic plans for your course(s) and use of the site. Please include full course descriptions, course requirements and required readings. Indicate as well the relationship of the off-campus program you are proposing to on-campus courses, experiences or programs.

PART TWO (CGE staff can assist with this section for all on-going programs)

16. Describe affiliations with local personnel or institutions (including library use and classroom space):

17. Describe accommodations:

Name and address of local agent:

18. Comment on safety for students and access to health care:

19. Comment on monetary situation, currency exchange rate(s):

20. If this is a new program, identify other faculty who have indicated a willingness to lead the program in the future.

21. The US Department of State has established a Travel Advisory system in which countries are assigned to a “risk level” based on an assessment of a variety of risk indicators. Go to the US Department of State Travel Advisory page and review the Advisory for the country(ies) where your proposed program will be based. Indicate the risk level rating(s) below.

(<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>)

Level 1* _____ Level 3 _____

Level 2 _____ Level 4 _____

*If Level 1 does the proposed program include travel to a high risk area where travel is explicitly discouraged (typically labeled as “Do Not Travel To” or “Reconsider Travel To”)?

Yes _____ No _____ If yes, what area(s)? _____

A. Summarize the main points of the Travel Advisory and explain what you will do to mitigate the risks identified.

B. Review the Centers for Disease Control (CDC) website for information on your destination(s) (<https://www.cdc.gov/>). Summarize the health risks (immunizations required or recommended, prevalent diseases, water quality, on-site access to health care and quality, etc.) identified for the locations included in your itinerary.

C. Describe on-site health, safety, and security support resources that are provided by the on-site partner institution (ie; on-site orientation, familiarization tour of area, after-hours emergency contacts, etc.)

22. Approvals – Prior to submission of this proposal you will need the signature(s) of your department/program chair(s). **Note:** If you are currently serving as chair of your department/program please arrange for another member to sign off on the proposal. Completed proposals must be submitted to Tom D’Agostino, Dean of Global Education (309 Trinity Hall – tdagostino@hws.edu).

Department/Program Approval:

1. _____
(Signature of Department or Program Chair)

2. _____
(Signature of Second Department or Program
Chair if program is to be co-directed)

23. Chair(s) should indicate how on-campus courses and departmental duties of faculty director(s) would be covered during time off-campus.

24. Following review by the Committee on Global Education proposals recommended for approval will be forwarded to the Committee on Academic Affairs and Provost for final approval.

Committee on Academic Affairs (COAA) Approval

(Signature of COAA Chair)

25. Office of Academic and Faculty Affairs (OAF) Approval

(Signature of Provost or OAF Representative)

Direct any questions to Tom D’Agostino, Dean of Global Education (x3307 tdagostino@hws.edu)

(REV. FEB22)