

OFF-CAMPUS PROGRAM PROPOSAL (SHORT-TERM)



Center for (CGE) Global Education

This form is designed to allow the CGE to evaluate the viability of the short-term 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>).

OAF: 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 affirms COAA's assessment of the academic integrity of the proposed program and assesses the budgetary impact 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 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 Short-Term Off-Campus Program” document, particularly the section detailing program guidelines, when preparing your proposal. A tentative budget should be submitted as part of your proposal, as explained in #21 below.

- If your proposal includes a new course, you must simultaneously submit a “Course Proposal for Off-Campus Programs” to accompany your program proposal. This form is available on the Registrar’s webpage under “forms”.
- Review the *HWS International Travel Policy Involving Students* on the CGE website. For #20 below, you will be asked to provide information about the location(s) to be visited as part of the proposed program.
- Submit completed proposals to Colleen Kolb, Associate Program Manager in the Center for Global Education (308 Trinity Hall – kolb@hws.edu).
- **DEADLINE: A Call for Proposals for Short-Term Programs is issued early in the Spring semester with a deadline for submission typically in late March/early April. This call covers programs to be offered during the summer of the following year and the J-term of the subsequent year.**

PART ONE

1. Today’s date: _____

2. Your name: _____ Department: _____

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

3. Location of program: _____

Proposed program dates: _____

4. Program recruitment: What do you plan to do to recruit students and attract enough applicants to run your proposed program?

Note: Preference will be given to those who will be available to actively promote and recruit for the program. Recruitment for summer programs takes place during the fall prior to program departure while recruiting for J-term programs takes place in the fall about 16 months before departure.

_____ I confirm that I will be on campus during the designated recruiting period for this program.
(initial here)

5. A description of approved program models is included in the "Applying to Direct" document. Which program model are you proposing? _____ stand-alone _____ integrated

If integrated, to which HWS course would this program be attached? _____

6. Title and brief description of course to be offered:

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

8. Proposed number of students for program (and rationale if ratio is other than 1:15-20 for a single-director program or 2:25-30 for a dual-director program):

9. Describe the excursions to be included in the program, including method(s) of transportation to be used.

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

11. Other preparatory experiences:

12. Reading list for student preparation:

13. Post-program courses available for students:

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

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

PART TWO

16. Describe affiliations with local personnel or institutions and provide the name(s) and contact information for those to be involved in the program. What will the arrangements be for access to library facilities and classroom space?

17. Describe accommodations (including address) and method of transportation to be used for local travel:

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

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

20. 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.

[\(https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/\)](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)? _____

22. Department/Program Approval: Prior to submission you will need the signature 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 Colleen Kolb, Associate Program Manager in the Center for Global Education (308 Trinity Hall – kolb@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. 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)

24. Office of Academic and Faculty Affairs (OFA) Approval

(Signature of Provost or OFA Representative)

Direct any questions to Colleen Kolb, Associate Program Manager (x3026 or kolb@hws.edu).