

Submitting a Proposal for a Faculty-Led JCU Travel Abroad Program

Definition:

A faculty-led study abroad program is a program that is initiated, organized, and carried out by one or more full-time members of the JCU faculty. It may range in length from a week-long spring break excursion to a semester or year-long comprehensive experience. The faculty member(s) is/are expected to take the primary responsibility for developing the academic, organizational, and financial components of the program.

General Procedures:

The John Carroll University Center for Global Education (CGE) administers, and coordinates the development of, all study abroad programs for JCU students. Faculty-led study abroad program proposals should originate with faculty and carry the endorsement of the appropriate departmental and college administrators. The CGE welcomes early, informal consultation by faculty and departments for the purpose of program planning and encourages coordinated programming among departments. Exploratory site visits are required for all programs, but exceptions may be made in certain circumstances. Funding for these exploratory site visits is available through CGE. An application form may be found on our web page, at <http://www.jcu.edu/global/facultyforms.htm>.

Academic departments and colleges have the primary responsibility for the *academic content and instructional delivery methods* of study abroad programs. After having obtained the support of the dean(s) of the sponsoring JCU college(s), program proposals are submitted to the Director of CGE. The Travel Abroad Committee (TAC), consisting of faculty, administrators, and staff, chaired by the Director of CGE, will review the proposal and will send them, along with its recommendation, to the Academic Vice President for final approval. The SAC endeavors to work with faculty to create a balance of programs around the world.

Faculty members proposing a new JCU faculty-led study abroad program will need to submit:

- a **completed program information page** (attached to the end of these guidelines)
- a **narrative** of no more than seven, single-spaced pages which addresses the issues listed below (see Narrative Instructions).
- **letters of support** from the appropriate chairperson and dean(s), indicating department and college commitment to the program
- a **budget** for the program

Narrative Instructions:

The evaluation of proposals will focus on a number of key issues, each of which must be addressed in the proposal narrative. Please address each of these key issues in the order they are presented below. If a issue does not apply to your program, please indicate that and state the reason.

1. Define the program in terms of its subject matter, learning objectives, instructional models and a list of JCU courses to be taught on-site.
 - What is the academic/intellectual purpose of this program, and how is that purpose to be fulfilled by the program being proposed?
 - What kinds of new opportunities does this program provide for students?
 - Can the students fulfill requirements for majors, concentrations, or general education?

2. Where applicable, explain the relationship to other JCU study abroad programs in the host country and/or in the subject matter area.
 - What are the opportunities for cooperation with other JCU programs and departments (or, for that matter, with those of other universities) in the locale?
 - Is there evidence that the program does not compete with existing John Carroll programs? If it does compete with existing JCU programs, is there evidence that the program is needed and that there will be enough students participating?
3. Provide an overview of the types of field trips and degrees to which host-institution faculty and students, and aspects of the host culture and environment will be woven into the program and courses.
4. Describe plans for incorporating foreign language coursework into the program, if applicable.
5. How will the health, welfare and security of students be insured?
 - Will the participants need to take any special health precautions?
 - Are there special safety concerns in the host country/region?
 - Are there any ongoing political or ethnic conflicts which could compromise the safety of the program participants?
 - Be sure to provide specific evidence for any health and safety related issues.
6. Provide an overview of the logistical arrangements, including travel to and from the host country, student housing and meals, classrooms, and educational excursions.
 - Has each component been evaluated in terms of providing value for the dollar?
 - How will the costs be paid for: as part of tuition or will there be a special program fee?
7. What is the administrative infrastructure on site? What are JCU's responsibilities on site?
 - How have you assessed the capabilities of local support?
 - If the program is an exchange, what services has each side agreed to provide?
 - Is there reciprocity?
8. Specify the minimum, as well as the desirable, student qualifications for participation in the program.
 - What are the admission requirements?
 - Are there pre-requisites?
 - What student constituency is this program expected to serve?
 - Will any special efforts be made to reach out to traditionally underserved students?
 - What, if any, arrangements have been made for students with disabilities?
9. Estimate the student enrollment initially and in subsequent years.
 - What evidence supports these estimates?
 - What is the minimum enrollment needed to cover costs?
 - Are there contingency plans to cover financial losses?
 - What kind of potential does the program have to develop and grow?
 - Is this a site that might be valuable to other departments or schools?
 - If the program is a "one shot deal," is the investment justified by the expected benefits?
10. Identify the primary person(s) taking responsibility for recruiting students and provide a reasonably detailed description of the plan to be used for recruitment.
 - If non-JCU participants are included in these estimates, what evidence is there to suggest that such participation is feasible?
11. Describe how the sponsoring JCU department and college will evaluate the program and assess student outcomes, and how the results will be shared with the CGE.
12. What kinds of faculty commitment are needed, both short term and long term? From where will those commitments come?
13. If this program is a cooperative endeavor with another American university or organization, what are the benefits of such cooperation?
 - What is JCU's commitment?
 - Are there constraints with such an arrangement?
 - What are the interests of the partner institution? Can JCU meet those interests?

Submission Procedures:

Review of formal program proposals takes place on a rolling cycle during each academic year. The review is expected to take approximately eight weeks. Proposals that are rejected may be resubmitted, in revised form, at a later date.

In order to be considered and approved in time for sufficient planning and marketing, proposals should be submitted by the following dates:

For summer programs: Proposals should be submitted no later than the **1st day of April of the previous academic year.**

For full semester and academic year programs: Proposals should be submitted no later than **eighteen (18) months prior to the anticipated starting date of the program.**

For spring-break or winter-interim programs: Proposals should be submitted no later than the **15th day of January of the previous academic year.**

Send completed proposal packages to:

Dr. Andreas Sobisch
Director, Center for Global Education
sobisch@jcu.edu

Proposals may be submitted either as hard copy or in electronic form.

Checklist of tasks to be completed:

By faculty applicant:

- Consult with CGE director
- Exploratory site visit (application needed)
- Program information page
- Program narrative
- Budget
- Letters of support

By CGE:

- Initial consultation with faculty member
- Discuss site visit report
- Distribute proposal to SAC members
- Arrange for meeting with SAC members
- Write report and send to applicant
- Meet with faculty member to discuss

INFORMATION PAGE FOR A PROPOSED JCU FACULTY-LED STUDY ABROAD PROGRAM

Today's Date _____

1. Program Title _____

2. Program Location(s): _____

3. Lead JCU Faculty Member(s) _____

Campus Address(es) _____

Phone _____

Fax _____

E-mail _____

4. Sponsoring JCU Department(s)/College(s) _____

5. Program Term: Summer Fall Semester Spring semester Academic Year
 Winter Interim Spring break

6. Program Length: _____ weeks. Dates: _____
From: M/D/Y To: M/D/Y

7. Anticipated Frequency of Program Offering: Annual Biennial One-time Other

8. Cooperating Institutions Abroad _____

9. Total Semester JCU Credits to be Awarded: (____) (____)
Minimum Maximum

10. Type of program housing to be used or options available (check all that apply):
 Host University Dormitories Home Stays Hotel Apartments
 Other: _____

11. Anticipated student enrollment: (____) (____)
Minimum Maximum

12. Majors targeted or from which students are likely to be drawn: _____

Narrative/budget/college approvals: All proposals must include a narrative, tentative budget and letters of support from the sponsoring department's chair and the dean's designee of the sponsoring college, as described on the cover sheet.

FOR OGE USE ONLY

_____ Program Information Page
_____ Narrative
_____ Program Budget

_____ Letter of support from Dean(s) or Dean(s)' Designees
_____ Letter of support from Chair(s)