

**REQUEST FOR APPROVAL OF A FACULTY-LED OVERSEAS PROGRAM  
WHEATON COLLEGE  
2007-2008**

Program Title \_\_\_\_\_

Program Dates \_\_\_\_\_

Program Director \_\_\_\_\_

Study Abroad Program Directors are required to submit a program proposal for review by the Educational Policy Committee for each year that a program will be offered. Proposals should be developed according to the attached "Guidelines for Proposals to Establish Overseas Faculty-Led Programs". All signatures, except for those from the the Center for Global Education and the Provost, requested on this page must be obtained before submission.

Completed program proposals should be submitted to the Center for Global Education (CGE) in Davis House (x4950). CGE will review proposals and submit them to the Education Policy Committee for approval. Financial commitments for a program should be made only after the proposal has been approved by Educational Policy

Deadline for submission of completed program proposals for <b>October Break</b>	<b>January 1<sup>st</sup> of same year</b>
Deadline for submission of completed program proposals for <b>January or Spring Break</b>	<b>May 1<sup>st</sup> of prior year</b>
Deadline for submission of completed program proposals for <b>Summer</b>	<b>October 1<sup>st</sup> of prior year</b>
Deadline for submission of <b>repeat programs for January</b>	<b>August 1<sup>st</sup> of prior year</b>
Deadline for submission of <b>repeat programs for Summer</b>	<b>January 1<sup>st</sup> of same year</b>

\_\_\_\_\_  
Department/School Chair of unit sponsoring program

\_\_\_\_\_  
Dean, Center for Global Education

\_\_\_\_\_  
Educational Policy Committee

\_\_\_\_\_  
Provost

## **GUIDELINES FOR PROPOSALS TO ESTABLISH OVERSEAS FACULTY-LED PROGRAMS**

Wheaton College requires that a formal proposal be submitted for all faculty-led study abroad programs. In order to receive approval, the proposal must address each of the following items as thoroughly as possible:

1. **Educational Objectives and Outcomes**  
Nature and purpose of the program  
Describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit. Program Directors and other faculty teaching as part of study abroad programs should work with the appropriate academic units to outline the educational objectives and outcomes of the courses offered abroad to assure compliance with the units' assessment procedures.
2. **Course information**  
Please provide a complete description of the course that would be offered and the proposed amount of credit. Most of the faculty-led courses are either approved for .5 or 1 credit, please be sure to demonstrate that the amount of contact hours offered in this course would be comparable to what would occur if the course were offered on campus.
3. **Course-related activities/excursions**  
Describe these activities and mention where they would occur and how long they would last. In addition, faculty leaders may also want to include opportunities for reflection as part of the program either as part of the course content or as an activity that will occur regularly throughout the program. Faculty may discuss examples with the Dean in the Center for Global Education.
4. **Activities designed for cross-cultural experiences**  
Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include home stays, students from host country taking part in the Wheaton classes, events planned for local and Wheaton students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom.
5. **Language preparation**  
If the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or on-site. Students should receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies. This can be included in in-class sessions on-campus or in on-going mandatory orientation meetings prior to departure.
6. **Projected number of students, faculty, and staff**  
If a Wheaton staff member will not accompany the program to handle on-site administration, including misconduct and emergencies, of the program, then state

- which faculty member(s) will have this responsibility. Include the names of all faculty and Wheaton staff affiliated with the program who are not listed as teaching courses in the course approval forms.
7. Projected cost to each student  
Please complete the attached "Study Abroad Program Cost Breakdown" (page 5 of this document).
  8. Amount and source of faculty compensation  
Please describe arrangements made for compensation of the faculty leading the program. Faculty will be compensated \$1,000 per week for teaching a faculty-led course.
  9. Program Budget  
This budget should reflect all of the expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable.
  10. Promotional materials/Information Sessions/Application materials  
Each faculty leader should plan on conducting an information session in collaboration with the Center for Global Education. Jill Ostrowski will support faculty with the development of the information session, marketing, and application materials. A copy of the promotional flyer/booklet given to students should be included with the program proposal, if possible. This is not necessary if the students will all be recruited from your home department. The Center for Global Education staff may assist you with developing promotional flyers, web site information, etc... Faculty should discuss any marketing needs with Jill Ostrowski, Associate Director of the Center for Global Education.
  11. Program Affiliations  
Provide a brief description of the institution/agency with which the program may be affiliated including its history, accreditation status, and academic programs. Mention should be made of the faculty counterpart associated with the affiliated institution who would be assisting with the program, if applicable.
  12. Cities/countries to be visited  
Include in this proposal an itinerary with dates, even if they are not firm.
  13. Security and travel arrangements  
The safety and security of our students is of utmost importance. As such, we require that information be provided regarding steps that will be taken to protect students in the event of civil unrest. Speak to the safety measures that are in place where they will reside. Travel as part of a study abroad program is not permitted to countries for which the U.S. State Department has issued Travel Warnings.
  14. Medical and psychiatric facilities  
Provide information on the resources to which you would turn for assistance if a participant were in need of medical or psychiatric care during the program. Speak to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation.

15. Insurance and risk management information

Faculty-led programs are required to purchase insurance coverage that includes medical and evacuation coverage while overseas through a broker that works with Wheaton College. The CGE will provide this information to Program Directors. If you would like to request an exception to the requirement of including insurance in the program, please provide an explanation for your request. If the program will take place in a country with known risk factors, explain how those risks will be managed (e.g. special orientation meeting for students and/or faculty before departure, contingency plan).

16. Predeparture Orientation

Faculty should conduct several or at minimum one predeparture meeting for participants. This meeting should cover the expectations of the course, required readings and assessment methods, logistics of the programs, information on the country/region, visa procedures (if any), as well as discuss Wheaton policies and procedures that are expected for all participants of faculty-led programs. Jill Ostrowski will support faculty and will prepare and present the relevant information and materials for the orientation meetings or sessions.

17. Technology

Faculty may want to develop a variety of ways to stay connected with Wheaton during the faculty-led program. Some faculty in the past have developed blogs or powerpoint presentations that include student testimonials, as well as creating short films about the program. You may want to discuss some options as well as the best way to document your program with the Center for Global Education. The Center may be able to assist you with navigating the best option for your program.

18. Faculty Workshop

The Center for Global Education will conduct a workshop for all faculty leaders and Resident Directors that includes important information on leading both semester and faculty-led programs. This will include, but is not limited to, safety and health procedures, resources for faculty, insurance for faculty, emergency procedures, and Wheaton policies. The Associate Director will organize and arrange the date and time for this important workshop for faculty in advance of their departure.

19. Programming upon return to Wheaton

Faculty leaders may also want to consider opportunities to share the faculty-led experience with the Wheaton community. In the recent past, faculty have hosted a photo gallery and display, an art exhibit, or a documentary film showing that highlighted the program as well as provided students with an opportunity to share the experience with faculty, staff, and students. The Center for Global Education can provide support and possible funding for these events upon your return. Please include information about potential events within this proposal as well.

20. Assessment

Recognizing that individual courses will be assessed by the academic units offering the courses according to the units' assessment procedures, explain how you measure whether the overall program objectives in Item # 1 "Educational Objectives and Outcomes / Nature and purpose of the program" were met. All programs are required to administer the standard student evaluation available from the CGE. Jill

Ostrowski will coordinate with the faculty leaders regarding the manner and timing of the program evaluation.

Please address all of these issues as thoroughly, yet as succinctly, as possible. The faculty committee that reviews proposals for faculty-led programs will discuss this proposal and make recommendations for changes/modifications.

For further clarification on any of the items mentioned in the guidelines, please contact the Center for Global Education at 508-286-4950.

Program Directors are encouraged to write a report on the progress of the Study Abroad Program. This report is best written in the second half of the program, and should be shared with parents of the students, members of the Global Education Advisory Committee, and the chair of the sponsoring department. Such reports should highlight the following:

1. Unique learning experiences that would not have been possible in Norton
2. Any instance of positive impacts the program or student(s) may have made in the host community, e.g., an article in the local paper, service learning activity
3. Support provided to the program by local agencies, individuals, institutions
4. Field trips/site visits sponsored by program
5. Student assessment of program

While this has not been made a requirement, Program Directors should know that this is a great opportunity to generate very positive press on their respective programs.

## Study Abroad Program Cost Breakdown

This form is designed to provide the Global Education Advisory Committee with cost information on the program and to obtain all of the information that federal law requires Wheaton to include in financial aid budgets for study abroad programs.

How much is the program fee? \_\_\_\_\_

<b>Type of Expense</b>	<b>Cost (either the exact cost students are paying to the program or the amount students should estimate for this item)</b>	<b>Is this amount included in the program fee?</b>
<b>Roundtrip airfare</b>		
<b>Books and supplies</b>		
<b>Faculty Salary (\$1,000 per week x faculty)</b>		
<b>Housing</b>		
<b>Meals</b> If some but not all meals are included in program fee, indicate how much students should expect to spend for independent meals. Usually meals are not included in Faculty-led programs in order to keep the cost down. One group dinner is usually included in the program.		
<b>Passport &amp; Visa(s)</b>		
<b>Local transportation</b> For example: cost of car rental (plus gas and tolls), bus, cost of a driver, taxi service		
<b>Overseas Supplemental Insurance (\$32.00 per month per student)</b>		
<b>Field trips</b> All field trips must be linked to the courses that are being taught. (for example: cost of entrance fees to museums, honoraria for guest lecturers, guide)		
<b>Administrative Fee</b> This might include faculty expenses not covered by tuition revenue, faculty travel before the program to make necessary arrangements, the cost of marketing the program, & miscellaneous costs that do not fit into other categories.		
<b>Programming upon return to Wheaton</b>		