



FACULTY-LED STUDY ABROAD PROGRAMS REQUIRED INFORMATION / INSTRUCTIONS

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. Please consult the Evaluation Rubric to ensure that you have met all expectations.

1. Nature and Purpose of the Program

Provide a one-paragraph overview the program.

2. Educational Objectives and Outcomes of the Program

- A. **Academic Objectives:** Describe how this program supports/enhances the academic experience of student participants and the curriculum of the academic unit. To assure compliance with the unit's assessment procedures, Program Directors, and other faculty members teaching as part of the program, should work with the sponsoring department or program to outline the educational objectives and outcomes of the study abroad program.
- B. **Course information:** Provide a complete description of the course to be offered and the proposed amount of credit. Most faculty-led courses are approved for either .5 or 1 credit. Please demonstrate that the coursework and number of contact hours related to this course is comparable to courses offered on campus. Please include any course pre-requisites, if applicable. Please provide a course syllabus including an overview of assignments included in the course and a breakdown of the grading information.
- C. **Course-related activities/excursions:** Describe the course-related activities, including the location and length. In addition, faculty leaders should include opportunities for reflection of the program either as part of the course content or as an activity that will occur regularly throughout the program.
- D. **Activities designed for cross-cultural experiences:** Describe program activities that will allow participants opportunities to interact with people from the host country and to learn about the history and/or culture of the host country/city. This could include home stays, interactions with local students, guest lecturers, cultural visits, etc. 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.
- E. **Language preparation:** If the program will take place in a non-English-speaking country, indicate how students will be prepared with basic language skills prior to their departure and/or on-site. Students should receive 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 may be included in in-class sessions on-campus or through ongoing mandatory orientation meetings prior to departure.
- F. **Program Affiliations:** Provide a brief description of the institution/agency with which the program may be affiliated, if any, including its history, accreditation status, and academic programs. Identify any faculty counterparts associated with the affiliated institution assisting with the program.

3. Logistics and Administration of the Program

- A. **Itinerary:** Include a proposed daily itinerary with locations, activities, transportation needs, etc.
 - B. **Security and travel arrangements:** Because the safety and security of students is of the utmost importance, information must be provided regarding steps that will be taken to protect students in the event of critical incidents (civil unrest, natural disaster, illness or injury, etc.) Address risk factors and how those risks will be managed, e.g. safety measures in place where the group will reside. Provide names and contact information of people in country whom we can contact in cases of emergency.
 - C. **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. Address steps to be taken to secure medical treatment for sick students and/or possible evacuation. Identify a local hospital and provide address and relative distance from program activities.
4. **Program Budget:**
- A. **Please complete the Interactive Budget Calculator form.** The budget should reflect all expenses to be incurred and income to be generated by the program, in order to assure that the program is financially viable. Costs covered by the program fee and costs students will be expected to pay out of pocket must be clearly stated.
 - B. **Projected number of students and faculty members:** Programs are expected to enroll a minimum of twelve student participants. Normally, each faculty-led program consists of one Faculty Director and one Staff Assistant.
 - C. **Proposed cost to each student:** Revenue generated from student fees should be equal to or slightly greater than the total overall cost of the program.
 - D. **Amount and source of faculty compensation:** Please describe arrangements made for compensation of the faculty leading the program. Is outside funding available to help offset this expense? Generally, Wheaton faculty members are compensated \$1,500 per week for teaching a faculty-led course. Staff assistants are not paid but all of their expenses, including immunizations if necessary, are covered. If two faculty run a program together they must share the compensation.

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.

Application Deadline for January and June 2021 is March 1, 2020.

Appendix A:

REQUEST FOR APPROVAL OF A FACULTY-LED STUDY ABROAD PROGRAM Proposals for 2021 Wheaton College, Center for Global Education

Course Number & Title: _____

Country/ies Visited: _____

Travel Dates: _____ Pre/Post Travel Meeting Dates: _____

Faculty Director(s) _____

Study Abroad Faculty Directors are required to submit a program proposal for review by the Center for Global Education and the Global Advisory Subcommittee of 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 Faculty-Led Study Abroad Programs”. The signatures of the chair/program director of the department/program sponsoring the study abroad program must be obtained before submission.

Completed program proposals should be submitted to the Center for Global Education (CGE). CGE will review proposals and submit them to the Global Advisory Subcommittee of the Education Policy Committee for consideration and make recommendations to the Provost. Financial commitments for a program should be made only after the proposal has been approved by the Provost.

Application Deadline for January and June 2021 is March 1, 2020.

Department Chair/Program Director of unit sponsoring program

Dean, Center for Global Education

Global Education Advisory Sub-Committee of Educational Policy Committee

Provost

Appendix B:

Study Abroad Faculty Director Acknowledgement of Responsibilities

Faculty-led Study Abroad Programs have proven in the past to be rewarding experiences for students and faculty alike. The guidelines set forth in this manual are intended to ensure academic excellence in study abroad. For some students, participation in a faculty-led will be their first experience traveling outside of the United States. Study abroad opportunities led by faculty offer participants the high standard of academic integrity that Wheaton students have come to expect.

Please complete this form and return to the Center for Global Education along with your completed Faculty-led Study Abroad Proposal.

I, _____, understand and accept the responsibilities of being a Faculty Director should my Proposal to _____ be accepted. I understand my responsibilities span before during and after the program dates and are not complete until final grades are submitted, a program summary report is submitted to the Center for Global Education, and the program finances are reconciled with Wheaton College.

Faculty Director Name (printed)

Faculty Director Signature

Date

Received by Center for Global Education

Date

Appendix C:

Faculty-Led Budget Calculator Sample

Program Budget for _____

Advertised Program Fee

--	--

Student Program Fee	\$3,980.00	\$4,280.00
Student Expenses		
Airfare	\$2,400.00	
Land Costs	\$500.00	
Travel Insurance	\$40.00	
Enrolled Students	12	
Total Student Costs	\$35,280.00	
Faculty Expenses		
Airfare	\$2,400.00	
Land Costs	\$300.00	
Travel Insurance	\$40.00	
Number of Faculty	2	
Faculty Stipend	\$3,000.00	
Total Faculty Costs	\$11,480.00	
Fixed Costs		
Van Rental & Gas	\$1,000.00	
	\$0.00	
Total Fixed Costs	\$1,000.00	
Total Program Expenses	\$47,760.00	

12	Enrolled Students
1	Number of Faculty Leaders
\$2,400.00	Quoted Airfare (\$350 avg. x 2 flights)
\$40.00	CMI Travel Insurance
\$500.00	Student Land Cost Total
\$0.00	Hotels
\$0.00	Meals
	Activities (admin
\$200.00	fee?)
\$200.00	Transportation & local coordinators
\$100.00	Visa
\$300.00	Faculty Land Cost Total
\$0.00	Hotels
\$0.00	Meals
\$0.00	Activities
\$200.00	Transportation
\$100.00	Visa

*** To use interactive budget calculator please use the excel template available from the Center for Global Education.**

Appendix D:

Evaluation Rubric for Faculty Led Short Term Program Proposals

Excellent proposals will meet the following expectations:

Balance of structured activities and unstructured time for exploration	<ol style="list-style-type: none">1. schedule is appropriately demanding2. approx. 60 - 70% of time is structured and 40-30% free3. class-time includes experiential learning4. includes significant time for directed reflection5. duration of program is reasonable and sufficient
Academic Quality	<p>Readings and assignments are</p> <ol style="list-style-type: none">1. current2. relate to site visits, activities and lectures3. Lecturers are local academics or practicing professionals4. Sufficient assignments linking site visits, activities and lectures
Connection between site visits and curriculum	<p>Sites are clearly</p> <ol style="list-style-type: none">1. appropriate and critical to the learning outcomes of the course and/or2. appropriate and critical to global -learning objectives
Value of location/cultural experience	<p>Location of program and proposed site visits are</p> <ol style="list-style-type: none">1. clearly critical for accomplishing the objectives of the course, which could not be achieved elsewhere2. new to Wheaton students and avoid duplication of location or field of study
Cultural immersion	<p>Itinerary includes</p> <ol style="list-style-type: none">1. significant immersion in host culture2. strategies for interaction with diverse members of the local population3. cultural and linguistic exchange4. engagement with local institutions which relate directly to academic learning5. exposure to numerous, varying viewpoints on academic subject matter
Faculty	<p>Faculty has</p> <ol style="list-style-type: none">1. Academic expertise in the content areas covered by the courses for which credit will be awarded.2. experience in proposed locale / connections3. previous international experience4. ability to act effectively in crisis situations5. demonstrated prior engagement with relevant co curricular activities5. knowledge of local language

Accommodations	<p>Accommodations are:</p> <ol style="list-style-type: none"> 1. safe and secure 2. not exceedingly extravagant (culturally sensitive) 3. not exceedingly sparse (clean, comfortable) 4. provide opportunities for interaction with locals 5. (if Homestays) managed by an educational institution or business entity that has proven capability 6. Practical/ convenient (minimizing travel time)
Health and Safety	<p>The program demonstrates/ presents/ possesses</p> <ol style="list-style-type: none"> 1. minimal potential health and safety issues 2. feasible emergency evacuation plans 3. competent emergency contacts 4. no potential hazards beyond what is reasonably foreseeable 5. vetted transportation methods for each activity, clearly identified for every day in country
Budget	<p>All costs are</p> <ol style="list-style-type: none"> 1. reasonable (total <\$4000 for two-week program) 2. clearly laid out, including clear indications of what is included and not included in the program fee for each day in the program itinerary 3. inclusive of as much as possible 4. based on up-to-date and accurate information