# Concordia University

# Global Education Course Proposal Coversheet

# Leader Name: Click here to enter text.

**Program Destination:** Click here to enter text.

# Proposal Checklist

# Please check all items included

[ ]  Proposal Part One

- Reviewed & Signed by Chair(s) and Dean(s)

[ ]  Proposal Part Two

- Signed by all Faculty Leaders (primary, secondary, and/or alternate)

[ ]  Copy(ies) of syllabi for all related courses

# Global Ed. Course Proposal- Part One

**Instructions for completion**: This section is to be reviewed and approved by the department chair(s) and dean(s) of all faculty leaders. Please fill in the form in Microsoft Word, then print for signatures. Scan completed document in for electronic submission to margaret.leimkuehler@cuw.edu together with Part Two of the proposal.

# Destination & Dates

**1. Destination City(ies):**  Click here to enter text.

**2. Destination Country(ies):** Click here to enter text.

**3. During what term will your course be *listed*?** [ ]  Fall [ ]  Winterim [ ]  Spring [ ]  Summer

 [ ]  Other? Click here to enter text.

**4. Program Length (# days):**  Click here to enter text.

**5. Program Start Date:** Click here to enter a date. **Program End Date:** Click here to enter a date.

**6. These dates are:** [ ]  Set [ ]  Flexible If set, please elaborate: Click here to enter text.

**7. Anticipated frequency of program offering:** [ ]  One-time only [ ]  Annual [ ]  Biennial

 [ ]  Other: Click here to enter text.

# Faculty Leader Contact Information

**1. Primary Faculty Leader Name****:** Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text.

**Academic Department/School:** Click here to enter text.

**2.** [ ]  **Secondary Faculty Leader OR** [ ]  **Alternate Faculty Leader\***

**Name :** Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text. **Academic Department/School:** Click here to enter text.

\*You must include either an alternate leader or secondary leader!

**3. Faculty Assistant/Chaperone Name** (*if any*): Click here to enter text.

 **F00#:** Click here to enter text. **Phone:** Click here to enter text.

 **Email:** Click here to enter text. **Academic Department**Click here to enter text.

**4. Describe your qualifications to lead this program. Please include past experience leading travel groups, expertise in your field and the destination location.**

Click here to enter text.

# Academic Information

**5. Course #1**

**Prefix (e.g. SOC 350):** Click here to enter text. **Listed Instructor:** Click here to enter text.

**Course title:** Click here to enter text. **Number of credits:** Click here to enter text.

**Course Pre-requisites** (*if any*): Click here to enter text.

**6. Course #2 *(if course is cross-listed)***

**Prefix (e.g. SOC 350):** Click here to enter text. **Listed Instructor:** Click here to enter text.

**Course title:** Click here to enter text. **Number of credits:** Click here to enter text.

**Course Pre-requisites** (*if any*): Click here to enter text.

**7. Explain the applicability of the specific location to the course and how the course is enhanced by the in-country experience.**

Click here to enter text.

**8. Describe the learning activities included in the travel itinerary** (cultural activities, classroom time, guest lectures, field trips, excursions, group learning activities, research, service learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) **and how they will enhance the academic and cultural content of the course(s).**

Click here to enter text.

# \*\*Attach syllabi for all courses to be offered\*\*

# Sponsoring Department(s) and School(s)

I have reviewed and support the applicant's Global Education Course program proposal.

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 *(Name) (Signature)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Dean of the Secondary Sponsoring School Dean of the Secondary Sponsoring School Date*

 *(Name) (Signature)*

# Global Ed. Course Proposal- Part Two

**Instructions for completion**: This section will be reviewed by the Study Abroad Faculty Advisory Committee. It is not necessary for academic departments to review Part Two.

Please fill in the form in Microsoft Word, then print for signatures. Scan completed document in for electronic submission to margaret.leimkuehler@cuw.edu together with Part One of the proposal.

**Destination/Lodging Information**

**1. What is the current situation of the destination in terms of safety, health, political issues?** Assess your program in terms of safety, health concerns, etc... Be sure to review the Centers for Disease Control Travel Information and U.S. Department of State Travel Advisories/Warnings (if any). Be descriptive.

Click here to enter text.

**2. How will this program help students to develop the skills and/or mindset of a Global Citizen?**

Click here to enter text.

**3. List any cooperating institutions, organizations or individuals AND their contact information** (, e.g., travel agent, study abroad provider, language school, foreign university, or other on-site organization in the host country(ies))

Click here to enter text.

**4. Anticipated program housing:**

[ ]  University housing [ ]  Host families [ ]  Hotels [ ]  Apartments [ ]  Hostels

[ ]  Other: Click here to enter text.

# Student Information, Marketing and Recruitment

***Note:*** This section is important for the Study Abroad Office to gain information that will be necessary for us to assist you with recruiting for your program. The more accurate and descriptive you can be, the more we will be able to effectively help you with recruitment and answering student inquiries.

**1. List any student eligibility requirements for the program (e.g. prerequisites, class standing, min. GPA, major, etc.)**

***Note:*** *The standard minimum cumulative GPA requirement for Concordia study abroad programs is 2.0.*

Click here to enter text.

**2. Which majors, minors, or other student groups do you intend to target in terms of recruiting for your program?**

Click here to enter text.

**3. How do you plan to recruit participants for the program** (list at least three ideas for recruitment which you plan to employ):

Click here to enter text.

**4. What is the minimum number of students needed to make the program financially viable?**

Click here to enter text.

**5. What deadline date will you set for students to apply and pay deposits (if not yet determined, please give an estimate)?**

Click here to enter text.

**6. Do you plan to have any non-Concordia students join the group overseas? If so, who and why? How will their presence impact the program logistically and academically?**

Click here to enter text.

**7. Does this program require participants to meet specific physical demands to participate?** [ ]  Yes [ ]  No

 If yes, please explain. Click here to enter text.

 **8. What is the estimated cost, per student?**

Click here to enter text.

**9. Write the “pitch”**. Should be approx. 100 words, to be used for printed fliers and online brochures, so write it to appeal to students, not just as a simple description. Include the academic topic, location, excursions, academic visits, cultural activities, program highlights, etc. If you want us to use specific images in the materials we develop, attach high resolution photos in your submission email.

Click here to enter text.

# Concordia University Global Education Faculty Leader Agreement

This agreement serves to confirm that the primary Faculty Leader, secondary Faculty Leader or Assistant (if applicable), and designated Alternate Faculty Leader understand their responsibilities with regards to the development, marketing and administration of faculty-led study abroad programs sponsored by the Concordia University Study Abroad Office. **Please have each person initial next to each line.**

\_\_\_\_\_\_**a. Academic Content of the Program:** Syllabus preparation, textbook identification, course materials, lectures and participant assessment are the responsibility of the Faculty Leader.

\_\_\_\_\_\_**b. Number of Faculty Leaders:** A program will typically have one primary Faculty Leader. If the program is associated with two or more discrete courses, secondary Faculty Leaders will be considered. If the program recruits sufficient students, a second or third faculty or staff member may accompany the Faculty Leader in a supportive role at the discretion of the sponsoring school/professional staff supervisor (if a Faculty Assistant). The impact on student costs should be considered before adding additional Faculty Leaders or Assistants.

\_\_\_\_\_\_**c. Collaboration with the Study Abroad Office:** Faculty Leaders agree to work in collaboration with the Study Abroad Office staff and comply with Concordia Study Abroad policies to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Leaders agree to communicate regularly with the Study Abroad staff member responsible for the study abroad program.

\_\_\_\_\_\_**d. Travel and Logistical Arrangements:** The Faculty Leader, whether independently or through the services of a travel agent, will identify and book **a group flight for all participants**, as well as make all arrangements for airport transfer, lodging and in-country travel. At least one Faculty Leader will travel from the point of origin and be with the group for the duration of the course, except where this creates undue hardship (for instance, programs that include distance learner participants or students traveling prior to the course). Any exception to this policy requires a written request to the Study Abroad Office to consider.

\_\_\_\_\_\_**e. Marketing and Recruitment:** Program-specific marketing and the recruitment of students is one of the primary Faculty Leader’s main responsibilities prior to travel. The Study Abroad Office will create a program webpage and produce flyers for marketing purposes, as well as create opportunities for recruitment at events such as fairs and information sessions. Faculty/departments agree to promote their program to students and peers in order to meet minimum enrollment.

\_\_\_\_\_\_**f. Student Orientations:** The Faculty Leaders will hold at least one mandatory, face-to-face, pre-departure orientation. The Faculty Leader orientation is necessary to address destination-specific issues relating to culture, health, safety and logistics, as well as establishing group dynamics and expectation. Because the program is an intense group experience, and success depends on good group dynamics and clear expectations, Faculty Leaders are encouraged to conduct additional pre-departure activities with participants. Faculty Leaders will make necessary arrangements to deliver orientation material to all distance learners unable to physically attend. The Study Abroad Office is willing to assist with the development or execution of this orientation if requested. The Study Abroad Office will not pay for travel from one campus to another for orientation purposes.

All programs must also have an on-site orientation conducted shortly after arrival. Faculty Leaders are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.

\_\_\_\_\_\_**g. General Supervision of Students:** Faculty Leaders will supervise and direct students in the academic and intercultural goals of the program both pre- and post-departure. Faculty Leaders are the primary person responsible for the supervision and welfare of the students participating in the program, and are responsible, among other things, for supervising and monitoring each student’s conformance to University and other applicable policies, rules, regulations and standards of conduct. Leaders should be familiar with the Concordia University Code of Student Conduct as well as Study Abroad policies (outlined in the Study Abroad Faculty Leader Handbook).

\_\_\_\_\_\_**h. Accompanying Persons on Faculty-Led Programs:** All accompanying persons, including family members, are subject to the Concordia University Study Abroad Guidelines for Accompanying Family Members in the Faculty Handbook. Faculty Leaders intending to have accompanying persons on the program must inform the Study Abroad Office during the development phase of the program to verify feasibility. Children under the age of 18 are prohibited from participation in Global Ed Programs.

\_\_\_\_\_\_**i. Faculty Leader Preparation:** Because leading a study abroad program is both challenging and complex, all first-time Faculty Leaders and Assistants are required to attend the Study Abroad Faculty Leaders Training Session in the term prior to their leading a program. Repeat Faculty Leaders are also welcome and encouraged to attend. Date, time, and location of the training will be held at a time mutually agreeable to both Faculty Leaders and Study Abroad Office staff. If faculty cannot attend they must set up an individual meeting with Study Abroad staff.

\_\_\_\_\_\_**j. Health, Safety and Communication:** In the interest of the health and safety of participants on faculty-led study abroad programs, the primary Faculty Leader is required to confirm the group’s arrival with the Study Abroad Office via email within 24 hours of arriving to the program site, and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Leaders should be prepared to respond to health and safety problems whether emergency or routine in nature.

\_\_\_\_\_\_**k. Financial Reporting:** The University requires complete financial reporting for all expenses incurred by the program. Study Abroad Office staff will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Leader prior to departure. All program related finances are ultimately the responsibility of the sponsoring school.

\_\_\_\_\_\_**l. Cancellation:** The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to: insufficient enrollment, travel warnings and advisories from the U.S. Department of State, or other safety and security threats. The Study Abroad Office closely monitors the most current safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.

 If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If at all possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the Study Abroad Office will assess the program budget and determine with the sponsoring school whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Leader will not receive any monetary compensation.

\_\_\_\_\_\_**m. Withdrawal:** It is expected that the primary Faculty Leader submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Leader for the program except in an emergency. You must identify an alternate primary faculty member to lead the group in the event that you cannot perform the duties of Faculty Leader (unless there is a secondary Faculty Leader or Assistant already in place). In the event the primary Faculty Leader must withdraw from the program the alternate (or secondary) Faculty Leader will be called upon to take over the program.

\_\_\_\_\_\_**n. Student Application:** In order to participate in any study abroad/Global Ed. Program, students must first apply to the program through the application maintained by the study abroad office and be deemed eligible to participate prior to 1) registering for the associated course 2) or making any financial commitment to the program, such as paying a deposit. This is vital, in that through the application process, students’ conduct records are verified through Student Life, GPA and academic standing are confirmed, and signatures on required liability waivers are collected. Faculty leaders may choose to ‘customize’ their application processes, including setting deadlines, adding required forms or reading material for students, or requiring deposits to be paid along with application submissions. Faculty leaders may choose to have applications processed on a rolling basis or all together after an established deadline. If more students apply than the program can accommodate, the Faculty Leader has discretion about setting a neutral and equitable criteria by which students are accepted/waitlisted, such as seniority, GPA, or first-come first-served. The Study Abroad Office will regularly communicate with Faculty Leaders the names of students that have been accepted to their program.

# Faculty Signatures

I have read, understand, and agree to the expectations and responsibilities of a Concordia University Study Abroad Program Faculty Leader/Assistant as outlined in the Faculty Leader Agreement above. I have reviewed the Concordia Faculty-Led Study Abroad Programs Handbook *(see Application Instructions section above)*.

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**Scan and submit your completed proposal electronically to** **margaret.leimkuehler@cuw.edu****.**

**Paper forms will not be accepted!**

**Office use only:**

 [ ] Approved [ ] Rejected [ ] Returned for Revisions

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 *Margaret Leimkuehler, Study Abroad Program Coordinator*

 *Study Abroad Faculty Advisory Committee Chair Date*