**Faculty-Led Program Proposal Form**



Center for Global Education

As part of our mission, the Center for Global Education (CGE) at Marymount University works to provide academically-based international programming for our students that fosters the development of the skills, knowledge, and attitudes needed to be active, informed, and culturally sensitive citizens in the global community. Leading a short-term faculty-led or global classroom program will give you the opportunity to engage with students in new ways and teach them outside of the walls of the classroom. By sharing this experience abroad with your students, you will have the opportunity to help Marymount students gain a global perspective and advance one of the three pillars of Marymount University.

Program Review Procedures & DeadlinesIn order to direct a short-term study abroad program or a Global Classroom Program, the “Marymount University Faculty-Led Proposal Form” must be submitted to the Marymount University Center for Global Education Office along with supporting documentation **by the following dates, in the year prior to the proposed terms:**

**Spring Break: January 15 of the previous year  
Summer: February 15 of the previous year  
Fall/Winter: August 15 of the previous year**

Faculty members who would like to propose a repeat program must submit the “Marymount University Faculty-Led Program Renewal Proposal Form” by the above deadlines with the necessary signatures by their department chairs and dean. Faculty must re-sign the faculty contract, as well.

Academic departments and schools are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, and syllabi prior to submission to the review committee.

Faculty members within the same department and/or college can submit multiple proposals. However, ***competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle***. Department chairs and deans are encouraged to consult with the Center for Global Education in advance of the deadline if multiple proposals are being submitted or to discuss departmental or college strategies for faculty-led and global classroom programming.

Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department chair and corresponding dean must sign off on the proposal.

Program Models  
Faculty-led study abroad programs vary widely in terms of program itineraries, disciplinary focus, duration, inclusions, and scope. The program might be a course(s) taught almost entirely abroad with just a small number of meetings or assignments prior to departure or upon return (i.e. Short-Term Faculty-Led models). It might feature a short overseas component embedded in a larger course taught on the MU campus during the regular term (i.e. Global Classroom Model). Faculty are encouraged to review the CGE Faculty & Staff Handbook and consult with the Center for Global Education in order to select a program model that will be most appropriate for the course and the desired learning outcomes.

## Proposal Review & Selection

All proposals and renewal proposals are reviewed by the Center for Global Education. Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal. If your program is approved to run, the Center for Global Education will work with you to develop your program during which changes may be made as needed. Any changes to the academic content, course offerings, and/or faculty directors must be made in consultation with the academic department(s) and school(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

## Faculty Directors

A program will typically have one primary Faculty Director responsible for all academic components of the program. If the program is associated with two or more discrete courses, a second Faculty Director may be considered if they will be teaching two separate courses.

Additionally, there may be instances where faculty will co-teach a course. In these cases, faculty will split salary. In cases where there are two faculty directors or co-faculty directors, there will not be an additional staff/ faculty assistant assigned for the program in order to keep the cost of the program down for students.

Faculty directors are responsible for the academic content of the program; however, they are not responsible for organizing logistics, making reservations, or making significant payments to the program provider or travel agent. Faculty directors should not make arrangements or program changes with the program provider directly. The Center for Global Education should be included or copied on all program-related communication.

NOTE: Due to the critical role the faculty director plays in recruitment for the program, faculty who will be absent from campus (sabbatical, extended leave, etc.) for any part of the academic year prior to the proposed program may not be eligible to apply.

## Staff/Faculty Assistants

For short-term faculty-led programs and Global Classroom Programs, two Marymount staff will accompany students whenever possible and appropriate. In cases where there is 24/7 support from a program partner on the ground, the representative from the program partner may take on the role of the staff assistant on the ground.

In cases where there is only one Faculty Director or in cases where participant numbers deem it necessary, the Center for Global Education will assign a Staff/Faculty Assistant (in consultation with the faculty director) to support Global Classroom Programs and Short-term Faculty-led programs, as necessary. While the CGE will consider any suggestions or requests made by faculty directors, the CGE has the right to assign staff assistants at their discretion in order to ensure program success and student safety.

If a faculty is serving in this assistant role, it should be noted that they would not be responsible for any teaching or academic matters related to the course. The course will not be considered part of their teaching load.

The faculty or staff assistant will not receive additional salary or compensation; however, all program-related expenses will be covered, including airfare, accommodation, and all program activities. Additionally, the faculty or staff assistant will receive a per diem for meals and incidentals while in country.

## Participant Numbers

Target minimum and maximum enrollment numbers will be determined during the program development phase and will depend on budget and the program parameters. Program minimums can vary, but typically range from 14-18 minimum students. Programs will not exceed 25 participants.

**A complete proposal packet includes:**

* Completed proposal form signed by your department chair and school dean. Programs with two faculty proposing from different departments require the signatures of both department chairs and respective deans.
* Course descriptions and syllabi for all program courses.
* Tentative program itinerary. The itinerary should include dates or number of days in all locations, including proposed excursions. The itinerary may be incorporated into the structure of the syllabus if preferred.

# Faculty-led Program Proposal Form

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| **Program Details** | | | | | | | | | |
| **Program Name:** |  | | | | | | | | |
| **Faculty Director(s):** |  | | | | | | | | |
| **Program Location(s):** |  | | | | | | | | |
| **Host Institution:** |  | | | | | | | | |
| **Dates of Instruction:**  *(on-campus & abroad)* |  | | | | | | | | |
| **Proposed Course** | | | | | | | | | |
| **Course Title:** |  | | | | | | | | |
| **Course Prefix and Number:** |  | | | | | | | | |
| **MU Requirement Satisfied:**  *(check one)* |  | MU Core Course | |  | Major | | |  | Elective |
| **Admissions Requirements:** |  | | | | | | | | |
| **Minimum Semester Standing:** |  | | No minimum | | |  | Sophomore level | | |
|  | | Junior level | | |  | Graduate | | |
| **Rationale for Conducting Course Abroad** | | | | | | | | | |
| **What is the rationale for teaching this course abroad, or for including an embedded travel component?**  **How do you expect the location(s) to support how you teach the course and how or/what students learn?**  **What are your academic and program goals?**  *NOTE: The course abroad should be of comparable rigor to one offered on campus and support the curriculum in your department. You should assign an adequate amount of background materials to support your course learning objectives and assess the students in such a way that holds them accountable for the required work.* | | | | | | | | | |
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| **If applicable, please describe the proposed excursions (day or overnight trips outside the program location) and their connection to the academic focus of your course(s).** | | | | | | | | | |
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| **Academic Learning and Outcomes** | | | | | | | | | |
| **Describe the expected learning outcomes and how they align with your departmental objectives.**  *NOTE: Faculty should include outcomes that go beyond experiential learning. If additional space is needed, attach separate document.* | | | | | | | | | |
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| **How will you evaluate the success of the program? In what ways will you assess student growth and learning during and after the program (e.g., assignments, research projects, presentations, field reports, journals, student evaluations, etc.)?** | | | | | | | | | |
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| **In-country resources** |
| **What in-country resources do you plan to use (teaching facilities, guest lecturers, academic resources, etc.) during the program?** |
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| **Program Marketing and Recruitment** |
| *NOTE: It is the responsibility of the faculty director(s) to promote the program with guidance and support from the CGE. Supporting documentation may be submitted with the proposal application to demonstrate anticipated student interest/demand (e.g. # relevant majors/minors at Marymount, informal assessment of student interest in the topic/location, or other relevant information.* |
| **How do you plan to recruit participants for the program? Please list ideas for marketing which you plan to employ.** |
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| **Which majors, minors, and/or other student groups do you intend to target in terms of marketing your program?** |
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| **What challenges do you expect in recruiting for this program?** |
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| **Provide a brief overview of the program (to be used for advertising materials and the description on the program page) including the academic topic, location, and program highlights such as key excursions, academic visits, and cultural activities.** |
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| **Safety and Security** |
| *NOTE: All faculty, staff, and students traveling on faculty-led programs will be enrolled in the mandatory CHUBB/ACE Emergency Travel Assistance Program. Faculty and staff will be provided with a copy of the policy prior to departure.* |
| **Please describe any health, safety, or security considerations related to the location you are proposing and how they may impact the program.** You may wish to review the following resources: U.S. Department of State & Centers for Disease Control. |
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# Faculty Director/Assistant Agreement

This agreement serves to confirm that the primary Faculty Director, Co-Faculty Director, or Faculty/Staff Assistant (if any), understand their responsibilities with regards to the policies, development, marketing and administration of faculty-led study abroad programs sponsored by Marymount University.

1. **Academic Content of the Program**: Syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the Faculty Director.
2. **Number of Faculty Directors:** A program will typically have one primary Faculty Director responsible for all academic components of the program. If the program is associated with two or more discrete courses (faculty-led models; not Global Classroom models), a second Faculty Director may be considered if they will be teaching two separate courses. Additionally, there may be instances where faculty will co-teach a course. In these cases, faculty will split salary. In cases where there are two faculty directors or co-faculty directors, there will not be an additional staff/ faculty assistant assigned for the program in order to keep the cost of the program down for students. In cases where there is one Faculty Director, a second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. The Faculty/Staff Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
3. **Collaboration with the Center for Global Education**: Faculty Directors and Faculty/Staff Assistants agree to work in collaboration with the Center for Global Education to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Directors agree to communicate regularly with the CGE.
4. **Travel and Logistical Arrangements**: A program provider, travel agent, or on-site coordinator will be identified by the Center for Global Education to arrange program logistics (housing, in-country transportation, excursions and possibly meals, guest lectures, etc.). The Center for Global Education will make all arrangements for group flights when applicable.   
   The primary Faculty Director and co-Faculty Director or Faculty/Staff Assistant (if applicable) will be booked on the program group flight. Any exception to this policy requires CGE approval.
5. **Marketing and Recruitment**: Program-specific marketing and the recruitment of students is one of the primary Faculty Director’s main responsibilities. The Center for Global Education will create a program page and produce materials for marketing purposes. Any other marketing materials must be approved by the CGE. Faculty/departments agree to promote their program to students and peers, conduct classroom visits to promote the program, as well as market to colleagues in other departments across Marymount.
6. **Student Orientations**: A mandatory orientation will be held for all students going on short-term faculty-led programs. The CGE will arrange this orientation and work to deliver this orientation in conjunction with the Faculty Director. The CGE will provide a country-specific pre-departure handbook to each student prior to departure. Because the program is an intense group experience and program success depends on good group dynamics and clear expectations, Faculty Directors are encouraged to conduct additional pre-departure activities with participants. Most programs will also have an on-site orientation conducted shortly after arrival. Faculty Directors are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.
7. **General Supervision of Students**: Faculty Directors will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Faculty Directors are the primary person responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to University and other applicable policies, rules, regulations and standards of conduct. Directors should be familiar with Marymount University’s Community Code of Conduct as well as the Center for Global Eduction policies (outlined in the *Center for Global Education Faculty & Staff Handbook*).
8. **Accompanying Persons on Faculty-Led Programs**: Faculty Directors or Faculty/Staff Assistants intending to have accompanying non-participants on the program must inform the CGE during the development phase to obtain approval. All accompanying non-participants and the faculty member are subject to the *Guidelines for Accompanying Family Members* in the *Center for Global Education Faculty & Staff Handbook*. Children under the age of 18 must be under the supervision of an adult other than the Faculty Director or Faculty/Staff Assistant at all times. At no time should a program participant be asked to care for or supervise a child of a faculty member.
9. **Faculty Director Preparation**: As leading a study abroad program is both challenging and complex, all Faculty Directors and Faculty/Staff Assistants are required to complete the CGE Faculty Director/Assistant Training prior to leading a program.
10. **Health, Safety, and Communication**: In the interest of the health and safety of participants in faculty-led study abroad programs, the primary Faculty Director is required to confirm the group’s arrival with the CGE via email and/or phone within 24 hours of arriving to the program site(s) and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Directors and Faculty/Staff Assistants should be prepared to respond to health and safety problems whether emergency or routine in nature.
11. **Financial Reporting**: The University requires complete financial reporting for all expenses incurred by the program. CGE staff will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Director prior to departure. The Faculty Director(s) and Faculty/Staff Assistants are required to complete appropriate expense forms and submit all required receipts and other documentation for expenses incurred within two weeks of the program end date.
12. **Final Report and Evaluation**: A final program report must be submitted to the Director of the CGE within 60 days following the end of the program. Guidelines for this report can be found in the Center for *Global Education Faculty & Staff Handbook*. This report discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
13. **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 and elevated travel advisories from the U.S. Department of State. The CGE closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the timeliest 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 possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the CGE will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Director will not receive any monetary compensation.

# Acknowledgements and Approvals

* I acknowledge that I have read, understand, and agree to the expectations and responsibilities of a Marymount University Study Abroad Program Faculty Director or Faculty/Staff Assistant as outlined in the Faculty Director/Assistant Agreement above.
* I have reviewed the *Center for Global Education Faculty & Staff Handbook*.
* The information I have provided on this form is true and accurate to the best of my knowledge.

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| --- | --- | --- | --- | --- |
| Primary Faculty Director Name |  | Signature |  | Date |
|  |  |  |  |  |
| Secondary/ Co-Faculty Director Name (if any) |  | Signature |  | Date |
|  |  |  |  |  |
| Faculty/Staff Assistant Name (if any) |  | Signature |  | Date |

# Additional Approvals

All proposals must have signatures for steps 1 and 2 below before submissions to the Center for Global Education.

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| **Step 1: Departmental Recommendation** | | | Yes: | | |  | No: |  |
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| **Chair’s Name** |  | **Chair’s Signature** | |  | **Date** | | | |
| Comment: | | | | | | | | |

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| **Step 2: Dean’s Recommendation** | | | Yes: | | |  | No: |  |
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| **Dean’s Name** |  | **Dean’s Signature** | |  | **Date** | | | |
| Comment: | | | | | | | | |

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| **Step 3: GE Advisory Board Recommendation** | | | Yes: | | |  | No: |  |
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| **GEAB Chair’s Name** |  | **GEAB Chair’s Signature** | |  | **Date** | | | |
| Comment: | | | | | | | | |

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| **Step 4: CGE Recommendation** | | | Yes: | | |  | No: |  |
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|  |  |  | |  |  | | | |
| **CGE Exec. Director’s Name** |  | **CGE Exec. Director’s Signature** | |  | **Date** | | | |
| Comment: | | | | | | | | |