

Faculty Led Program Proposal

Revised: September 12, 2007

Office of Study Abroad

Introduction

Short-term study abroad programs enrich the curriculum by taking learning to new dimensions outside the classroom. Members of the Webster faculty are invited to plan and propose short-term study abroad courses using the attached *Faculty-led Short-term Program Proposal* form. The application must be endorsed by the sponsoring department's chair as well as by the appropriate dean. If the course is to be cross-listed with another department, that department's chair and dean must also sign off on the proposal. Proposed courses must carry a minimum of 3 credits.

Review and Approval

The International Studies Committee's Study Abroad Advisory Committee will review proposals for short-term study abroad courses to be offered by faculty members. All applications will then be forwarded to the Executive Vice President of Academic Affairs. After review, Academic Affairs will award final approval.

Compensation for Faculty Leaders

Unless applicants waive compensation or arrange for alternate compensation through their departments or deans, it is anticipated that faculty leading short-term programs will be compensated at the adjunct level. Faculty leaders' travel, accommodation and program expenses are generally provided. Faculty leaders are expected to travel with and stay with the students throughout the course of the program.

For more information, contact Guillermo (Guillo) Rodríguez at 314-246-7881; rodriggu@webster.edu with any questions.

Please complete the Cover Sheet and send all documentation to:

Guillermo (Guillo) Rodríguez
Director of Study Abroad and International Projects, Office of Study Abroad
Loretto Hall 163

Program Timetable and Proposal Deadlines

	<i>Fall Break</i>	<i>Winter Break</i>	<i>Spring Break</i>	<i>Summer Break</i>
Submission/Proposal	February 28	April 30	June 30	August 31
Approval/Denial by Academic Affairs	March 15	May 15	July 15	September 15
Appeals Deadline	March 31	May 31	<i>July 31</i>	September 30
Reconsideration by Academic Affairs	June 30	June 15	August 15	October 15
Student Application Deadline with Deposit	August 31	September 30	December 31	January 31
Student Full Payment Due	September 15	November 30	January 31	March 1
Program Timeline →	Mid October	December to January	Mid March	May to August

It is the policy of Webster University not to discriminate in its educational programs, activities or employment policies on The basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or non-disqualifying handicap.



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PROPOSAL GUIDELINES

A completed application will include the following:

COVER SHEET: see next page.

SYLLABUS: A detailed syllabus describing the academic focus, assignments, etc. Each proposal should contain specific course content and specific goals, including readings.

ITINERARY: An itinerary describing class activities on each day of the trip. These activities should correspond to and support the academic goals of the course. Also include exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions.

PROGRAM DESCRIPTION (information from this description will be used to promote the program): a brief description of the proposed program, addressing the following:

ACADEMIC ISSUES:

- The program's content, level and disciplinary focus; to which students (level, discipline) will the program be targeted
- How the program relates to Webster's on-campus curriculum or will help to strengthen the international emphasis.
- Instructional delivery methods to be used: Classroom lectures? Tours? Site visits? Guest speakers? How each of these supports the academic focus of the program.
- Any pre-departure or post-return activities required of the students

ADMINISTRATIVE ISSUES:

- On-site resources that will be used, such as teaching facilities, academic or cultural resources, housing/accommodations. Study Abroad will be seeking additional information in relation to safety and liability coverage of on-site service providers in order to safeguard the faculty director and the university from potential liability in case of an accident.
- Any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.
- Known Risks or Dangers: information about road conditions, areas of disease, forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.), political or social instability. This information may be provided by printing and attaching current Consular Information Sheets for each target country from the State Department's Web site (http://travel.state.gov/travel_warnings.html)
- Visa requirements for particular location.

ESTIMATES AND BUDGET: An estimate of expenses for the proposed program: Please use the attached format. When estimating, consider the following: airfare, accommodations, ground travel, admission fees, guest lecturers, facility charges, and any formal events. The cost will vary based on number of students participating: be sure to indicate number of participants on which the cost estimate was based. Please note that the Webster University study abroad fee (provides health insurance, international identity card, etc.) must be included. The short-term study abroad fee is normally \$250 per student.



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COVER SHEET

APPLICANT INFORMATION

Faculty Leader(s) _____

Sponsoring Unit(s)/Department(s) _____

Campus Address _____

Phone _____

Fax _____

E-mail _____

PROGRAM DESCRIPTION

Name/Course Title/Number _____

Site(s) _____

Dates (departure/return) _____

Total number of days _____

Will the program be designed for:

Undergraduate students Graduate students Both

Will the program be open to students from other universities? Yes No

If "No," please explain: _____

Will participation require completion of prerequisite courses? Yes No

If "Yes," please identify prerequisites: _____

SIGNATURES OF APPROVAL

Applicant(s) Date

Department Chair(s) Date

Dean(s) Date