

## Faculty Led Program Proposal – With International Component

**Revised: February 25, 2010**

**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 Office of Study Abroad will review proposals for short-term study abroad courses to be offered by faculty members. All applications will then be forwarded to the Associate Vice President of Academic Affairs and Director of International Programs for review and 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.

### Please complete the Cover Sheet and send all documentation to:

Guillermo (Guillo) Rodríguez (314)246-7878 [rodrigu@webster.edu](mailto:rodrigu@webster.edu)  
Director of Study Abroad and International Projects, Office of Study Abroad, Loretto Hall 163

### Program Timetable and Proposal Deadlines

	<b>Fall Break</b>	<b>Winter Break</b>	<b>Spring Break</b>	<b>Summer Break</b>
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	July 31	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 →	<b>Mid October</b>	<b>December to January</b>	<b>Mid March</b>	<b>May to August</b>

*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.*

**PROPOSAL GUIDELINES**

**A completed proposal 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](http://travel.state.gov/travel_warnings.html))
- Visa requirements for particular location.

**ESTIMATES AND BUDGET:** An estimate of expenses for the proposed program (see attached form): 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(S) INFORMATION**

Faculty Leader \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

Faculty B \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_

Campus Address \_\_\_\_\_

**PROGRAM DESCRIPTION**

Name/Course Title/Number \_\_\_\_\_

International 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)/Campus Director (if extended campus) Date

\_\_\_\_\_  
Dean(s) Date



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**ESTIMATES AND BUDGET  
Faculty-lead International Short Term Program**

Name of Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course No.: \_\_\_\_\_

Course Name: \_\_\_\_\_ Existing Course? Yes No Credits: \_\_\_\_\_

International Location: \_\_\_\_\_ Dates of Int'l Travel: \_\_\_\_\_

**General guidelines for preparation:**

1. Make best estimate of number of students expected to take the course.
2. Please provide best estimates for budget lines (Office of Study Abroad can help prepare the estimates).
3. The Office of Study Abroad will prepare the Program Budget with the information contained in this form and will present it to Academic Affairs for consideration.

**I. STUDENTS**                      **How many students are expected to take this course? \_\_\_\_\_**

**II. EXPENSES**    **Column A                      Column B                      Column C**

**A. Faculty Expenses:**

1. Air fare \$ \_\_\_\_\_
2. Accommodations (Housing/Lodging) \$ \_\_\_\_\_
3. Meals \$ \_\_\_\_\_
4. Events (tickets, admissions, etc.) \$ \_\_\_\_\_
5. Excursion and Local transportation \$ \_\_\_\_\_
6. Transportation (home campus location) \$ \_\_\_\_\_
7. Insurance (\$60) per faculty \$ \_\_\_\_\_

*Subtotal A* (Add "1" through "5") \$ \_\_\_\_\_

**B. Program Expenses:**

1. Course Materials (handouts, etc.) \$ \_\_\_\_\_
2. Events (tickets, admissions, etc.) \$ \_\_\_\_\_
3. Publicity and Recruitment \$ \_\_\_\_\_
4. International Faculty Honorarium \$ \_\_\_\_\_
5. Int'l University Fees \$ \_\_\_\_\_
6. Rentals (list) \_\_\_\_\_ \$ \_\_\_\_\_
7. Other (list) \_\_\_\_\_ \$ \_\_\_\_\_
8. Petty cash (usually \$500) \$ \_\_\_\_\_

*Subtotal B* (Add "1" through "9") \$ \_\_\_\_\_

Total Faculty and Program Expenses (*add subtotals A and B*) \$ \_\_\_\_\_

**C. Student Expenses: Costs per student if paid by the University**

1. Air fare \$ \_\_\_\_\_
2. Accommodations (Housing/Lodging) \$ \_\_\_\_\_
3. Selected Meal(s) (if any) \$ \_\_\_\_\_
4. Events (tickets, admissions. Etc.) \$ \_\_\_\_\_
5. Excursions and Local Transportation \$ \_\_\_\_\_
6. Other \_\_\_\_\_ \$ \_\_\_\_\_

Total Student Expenses (Add "1" through "5") \$ \_\_\_\_\_

Note: This form should accompany the application for an International Short Term Course.