

Recommendation and Approvals

Recommendation for: _____ (Faculty member)

The contents of this recommendation will be kept in confidence in the Office of International Affairs. This form must be reviewed by the appropriate administrators indicated below.

The following are important criteria in assessing appropriate faculty members for study abroad:

- Since faculty participants must be prepared to go beyond the academic portion of the program, they should have substantial interest in students and a record of working successfully with them. Highly relevant to assessing this qualification are the applicant's history as an effective teacher and academic advisor, the applicant's experience with students' larger intellectual and personal development across a broad range of undergraduate student life, and the applicant's ability to help students to understand other cultures.
- Since faculty participants will be responsible for guiding students through their encounters with another culture, they should normally have knowledge of the language and culture of the host country, including its academic values and structures.

Please **initial** the following statements and then indicate your level of support for the faculty member:

I have reviewed this proposal and I am comfortable with:	CHAIR	DEAN or ASST. DEAN
• the quality of the travel experience.		
• the plan for meeting the contact hours.		
• the general academic rigor associated with this course.		

CHAIR	DEAN/ASST. DEAN
<p>___ I highly recommend this faculty member. ___ I recommend but with reservations. ___ I do not recommend this faculty member.</p> <p>I have discussed participation in study abroad programs with this faculty member. Yes ___ No ___</p> <p>Comments (optional):</p>	<p>___ I highly recommend this faculty member. ___ I recommend but with reservations. ___ I do not recommend this faculty member.</p> <p>I have discussed participation in study abroad programs with this faculty member. Yes ___ No ___</p> <p>Comments (optional):</p>

Please sign in the appropriate space below:

Department Chair Department Date

Academic Dean/Asst. Dean College Date

Director of Study Abroad (for the Faculty-Led Programs Committee) Date

Executive Director, International Affairs Date

Provost, VP for Academic Affairs Date

Williams, Amy Elizabeth (Edit Profile)

Faculty-Led Program Proposal

Summer (Admin only), 2019

Status: Pending

Outgoing Applicant

Created: 04/17/2018 (@ 03:37:21 PM) (by Applicant)

Last Updated: 04/17/2018 @ 03:44:48 PM (@ 03:44:48 PM)

Last Viewed by Applicant: *unknown*

ID# 102450:*no label*

(add principal application)

Applicant Information

Custom Parameters

Addresses on File:

Permanent_Address_Line1:

Address not on file.

Local_Address_Line1:

Address not on file.

Program & Term

Program: Faculty-Led Program Proposal
(Farmville, Virginia)

Term: Summer (Admin only), 2019

Application Status

Status: Pending

Decision Date: 04/01/2018 (This date is specific to this program.)

Application Comments

Commenter	Date	Comments
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Responses for "01) Applicant Information"

1. Applicant title

2. College

3. Department

4. Office phone

5. Office location

Responses for "02) Number of Courses Offered"

1. How many courses will the proposed program offer?

Programs proposing to offer more than two courses require the addition of further questionnaires to this application. Submission of this questionnaire will inform the Office of International Affairs if this is the case and then staff will add access to Course 3, Course 4, etc., as applicants indicate. This process may take a full business day to complete.

Responses for "03) Staffing"

Instructions:

All faculty-led study abroad programs must have two Longwood employee leaders. Programs that include on-ground support from an affiliated provider or an approved third-party partner throughout the entire program and on every activity may be exempt from having a second leader. They will be evaluated on a case-by-case basis.

1. At this time, who do you have planned to fill the role of second program leader?

Please provide the name of a second program leader. If this information changes, it can be updated. If you don't have a name yet, indicate as such. Additional leaders will need to complete the Faculty-Led Program Proposal; Additional Personnel application. Please reach out to International Affairs for assistance in that process should you need it. If using an affiliated partner, please also provide the partner's name in the space below.

2. Would you like the second leader to have access to view and edit this application?

Answering yes to this question will alert the Office of International Affairs to grant permission to the indicated co-leader to view and edit this application.

In order for permissions to be granted, two tasks must be completed by the proposed program leaders:

- 1) This question must be answered and this questionnaire submitted (questions can be edited after submission as needed).
- 2) The co-leader must have begun the Faculty-Led Program Proposal; Additional Personnel application.

The Office of International Affairs will be notified upon completion of these two items. Please allow one business day after both tasks have been completed for permissions to be updated.

YES or NO

3. Three or more leaders on this program

If there will be three or more leaders on this program, list them in the space provided. Also indicate if you wish to grant them access to view and edit this application.

Yes or NO

Explanation for YES:

4. What experience do the leaders have working together?

5. Anticipated daily responsibilities

Please detail anticipated daily non-teaching duties and responsibilities and how they will be divided by the program leaders. If using an affiliated partner, indicate all services that will be provided. Note: applicants have the ability to upload partner contracts and supporting documentation in the Attached Documents section.

6. Experience in proposed locations

Describe the experience program leaders have in the proposed location(s). If the program leaders do not have experience in the proposed location(s), discuss plans to overcome any lack of firsthand knowledge.

7. Language and communication

What language(s) are spoken in the proposed location(s)? What level of proficiency do the program leaders have in these languages? If very little or none, how will the program leaders overcome the language challenges?

8. Will this program use funding sources other than program fees or provost travel supplement funds?

Detail any funding (sources and amounts) other than program fees or provost travel supplement funds to include grants, personal funding, etc.

YES or NO

Explanation for YES:

Responses for "04a) Course 1"

Instructions:

Using the spaces provided, answer all questions below and then upload a copy of the course syllabus under Attached Documents, be sure to select syllabus as the document type.

1. Subject and number

What is the course subject and number as approved by the Registrar (e.g. ENGL 400)?

2. Catalog title

What is the catalog title for the course and the topic if applicable (e.g. Special Topics: Wildlife in the Amazon)?

3. Will this course be co-taught?

YES or NO

4. Who will be teaching this course?

List all instructors for this course.

5. Credit hours

How many credit hours this course will be worth?

6. Is this an Honors course?

Honors courses require a signature from the Dean of the Cormier Honors College. If you answer yes to this question, the signature page (see Request a copy of completed application) will have a line for the dean's signature that must be obtained.

YES or NO

7. Is this a practicum course?

Practicum courses require a signature from the OPS officer. If you answer yes to this question, the signature page (see Request a copy of completed application) will have a line for the OPS officer's signature and must be obtained.

YES or NO

8. Does this course satisfy or waive general education goal(s) other than Goal 9?

YES or NO

Explanation for YES:

9. Does this course have a prerequisite?

YES or NO

Explanation for YES:

10. Is this course required for a major/minor?

YES or NO

Explanation for YES:

11. Course objectives/learning outcomes

What are the course objectives/learning outcomes for this course?

12. Cultural engagement

What opportunities for meaningful interaction with the local population will students have in the proposed destination(s)? How will the course prepare students to engage successfully with the local culture? What barriers will there be to students' successful interactions?

Give an example of one planned activity in the course and explain how it promotes the learning objectives and engages with the local culture and/or landscape. How can this activity promote cultural competence?

13. Farmville vs. abroad

Describe how this course will benefit from being taught abroad rather than on the Longwood campus.

14. Pedagogical approach

What are the principle instructional methods that will be used in this course?

15. Out-of-classroom work

Describe the out-of-classroom work students may be required to complete (problem sets, reflective assignments, interviews, watching videos, reading, etc.). This may include pre-departure and/or post-return work.

16. Training and experience

Describe the training and/or experience of the instructor(s) to teach this course.

17. Contact hours and course objectives

Each course must meet the required contact hours as dictated by SACSCOC (where contact hour is defined as a 50-minute class period). Currently, 45 contact hours are required for a 3-credit class (which translates into 37.5 full hours of instruction). These contact hours must be in the discipline. (You may not count hours used for orientation, safety briefings, free time, getting from one place to another, etc.) For more details, see Guidelines for Faculty-Led Programs here: <http://solomon.longwood.edu/offices--departments/international-affairs/instructions-for-faculty-program-leaders/>

Have you downloaded and completed the Contact Hours and Course Objectives Chart located under Learning Content - Contact Hours and Course Objectives?

YES or NO

Responses for "05) Marketing"

Instructions:

The information gathered in this questionnaire may be used by OIA to build online program brochures and other marketing materials. Write your answers to these questions with potential participants as your audience.

1. Program name

Note: this is different then the course name(s). The program name will be used in marketing materials online and in print. It should be brief but descriptive.

2. Program overview

Describe the program as a whole to a student audience. What are the available courses, academic goals met, locations visited, and anticipated activities? This should be a relatively brief overview; do not provide detailed course descriptions here.

3. Minimum GPA

Note: if no minimum GPA is requested, the 2.0 minimum required by the Office of International Affairs will be applied.

4. Program prerequisite(s)

Does the program have additional prerequisites outside of course prerequisites (specific majors/minors only, language requirements, Honors students, etc.)? If yes, please explain.

YES or NO

Explanation for YES:

5. Relevant disciplines

Select relevant disciplines below that this program might attract. To select more than one discipline, hold down Control or Command while clicking each discipline. Answers to this question can help guide recruiting efforts, but unless indicated otherwise elsewhere in the application the program will remain open to students from all disciplines.

6. Will this program have an internship component?

YES or NO

7. Will this program have a research component?

YES or NO

8. Will this program have a service-learning component?

YES or NO

9. How many courses will each student be required to take?

If more than one course will be offered, select the number of courses each program participant must take.

10. Recruitment

How will program leaders recruit for this program? What specific outreach efforts will they undertake?

Note: The Office of International Affairs will: design (in coordination with the program leaders) the online program brochure, design (in coordination with the program leaders) and print 25 color posters for each program, provide space at the annual Study Abroad Fair for program leaders (or student alums) to recruit for the program, market the program in Study Abroad 101 sessions held throughout the academic year and in advising sessions or other outreach opportunities, and contribute to information sessions as desired by program leaders.

Responses for "06) Logistics"

1. Destination cities and countries

List the destination cities and countries for this program.

2. Origin and destination travel

Who will be arranging travel (affiliated partners, travel agency, program leaders)? Indicate your anticipated departure and arrival airports. How will participants travel to and from them? Will more than one airline be necessary? Which program leader(s) will be on the departing group flight? What are the return plans for the program leader(s)?

3. In-country transportation

Detail the plan for in-country transportation (bus, train, taxi, foot, etc.)

4. Entry/exit requirements

What kind of entry and/or exit requirements do the destination countries have? Will participants be entering/exiting on tourist or other visas? Are there associated fees? For more information, visit: <https://travel.state.gov/> and go to the "Learn about your destination" box. Enter the country name and then consult the "Entry, Exit & Visa Requirements" section.

5. Guides and tours

Will the program use in-country guides or participate in any organized tours? If so, name them here and describe their experience in the location.

Applicants are encouraged to upload documents to their application pertinent to planning or on-the-ground partners under Attached Documents, Other (on main application screen).

YES or NO

Explanation for YES:

6. Proposed student accommodations

Describe in detail the housing accommodations for participants (single/shared rooms, bathroom/laundry/kitchen facilities, internet access, meals included). Include length of stay at each location. If homestays will be utilized, provide information about the organization responsible for arrangements and its host process.

7. Proposed program leader accommodations

What accommodations will be provided for program leader(s)?

8. Approximate start date for abroad component

Note: no program can begin during Longwood exam periods.

9. Approximate program end date

Note: no program can end after classes have resumed.

10. Pre-departure and post-return coursework

Will the program include pre-departure and/or post-return coursework? If so, estimate when that coursework will begin and end.

YES or NO

Explanation for YES:

Responses for "07) Budget"

Instructions:

Answer all questions below. Download the Budget Spreadsheet under Learning Content on the application main page, fill it out, and upload the completed worksheet as an Excel file under Questionnaire 09) Syllabus, Budget, and Other Documents. You may use your own format for the spreadsheet, but be sure to provide all data requested by the sample Budget Spreadsheet. Please ensure that the contents of the uploaded file are formatted to print cleanly on a letter-size paper.

1. Targeted group size

Provide a range of minimum and maximum participant numbers. Smaller group sizes tend to lead to higher costs. Longwood policy dictates no more than 14 students per program leader.

2. Advertised price point

Use the Budget Worksheet provided in the Learning Content section (or one of your own design that provides all of the same data and prints cleanly on letter paper) to calculate estimated expenses. Upload the completed form in Questionnaire 09) Supplemental Documents. In the space below, give the price range for the targeted group size.

Applicant information goes here

3. Does the price point cover all expenses?

If not, which foreseeable expenses are not included (meals, insurance, ground transportation, admissions, etc.)?

YES or NO

Explanation for NO:

Responses for "08) Risk Management"

1. Safety and security

Visit <https://travel.state.gov> and click on "Find International Travel Information." Then enter each country (one at a time) that you plan to visit in the "Learn about your destination" section. Describe any risk management (safety and security) issues that participants in the program may encounter. How will the program work to mitigate risks associated with travel, crime, terrorism, alcohol and drugs, etc.?

If this program is accepted, program leaders will be required to submit a detailed risk management plan.

2. Physical and mental health

What kinds of physical risks will participants be undertaking on this program? What kinds of mental health challenges might the program present to or exacerbate in participants? Describe the access participants will have to health care in the location(s) and what strategies program leaders will employ to avoid and/or deal with physical and mental health issues.

Responses for "09) Request a Copy of Completed Application for Signatures"

1. Request a copy of completed application

This application along with the Department Chair and College Dean Recommendations and Approvals form must be distributed to the appropriate Department Chair(s) and College Dean(s) for review and signatures. Applicants must obtain approvals from all departments with classes on the program. Please allow for time to obtain required signatures before the application due date.

Once all Application Questionnaires, Signature Documents, and Learning Content are complete (that is: all other boxes on the application page have a check mark except Materials Submissions - Department Chair and Dean Recommendations and Approvals), OIA will create a .pdf copy of this application and its supplemental documents along with the signature page and upload it to Attached Documents on the main application page (within one business day). Answering "YES" to the question below will inform International Affairs that all other sections of this application are complete.

A hard copy of the signature form appended to the complete application and supplementary documents must be forwarded to the appropriate Department Chair and College Dean for their review and signatures. Deliver completed, signed forms (with application printout) to International Affairs in Stevens 116. When received, it also will be scanned and uploaded under Attached Documents. Additionally, the Material Submission for Department Chair and College Dean Recommendations and Approvals will be marked complete. At that point, applicants will be able to submit their applications for committee and provost review by clicking on the "-Submit Application-" button at the top of the main application page. If applicants have any question about this part of the process, contact Study Abroad staff.

Have you completed all other sections of this application and are you ready to have a copy of the application generated for reviewed by the appropriate Department Chair(s) and College Dean(s)?

YES or NO

Application Materials (Outgoing)

Pre-decision (Application) Materials:

Material Submissions		
Title	Received	Notes
Department Chair and Dean Recommendations and Approvals		
Signature Documents		
Title	Received	Notes
Program Leader Expectations and Obligations		

Learning Content(Outgoing)	
Pre-decision (Application) Content:	
Title	Read
Budget Worksheet	
Contact Hours and Course Objectives	
Passport Information for Program Leaders	
Proposal Evaluation Timeline	

Recommendations

Faculty-Led Program Proposal
Budget Form

Term: _____

Program Name: _____

Program Leader: _____

- Instructions:** Use this form to calculate an estimated cost per student for the proposed program.
- Round all expenses to the nearest U.S. dollar.
 - Target group size numbers can be adjusted as desired.
 - When itemizing "Other" expenses attach a description of expenses.
 - Indicate under sources of funding if any leaders will be contributing funds to cover program related expenses.
 - Indicate if leader expenses will vary from students under "Other" and justify on an attached sheet.

	Group discount (if applicable)					
Amount invoiced by provider						
Itemized expenses	0	0	0	0	0	0
Total expenditure	0	0	0	0	0	0
Sources of funding	0	0	0	0	0	0
5% cost cushion	0	0	0	0	0	0
10% cost cushion	0	0	0	0	0	0
Cost per student (5% cushion)	0	0	0	0	0	0
Cost per student (10% cushion)	0	0	0	0	0	0

Target group size (can be adjusted)	1	1	1	1	1	1
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Sources of funding						
Provost funds						
Grants						
Program Leader(s)						
Other						
Total	0	0	0	0	0	0

Expenses per participant	Itemized	Group Discount (if applicable)	Provider Invoiced
Round trip airfare			
Housing			
In-country travel	0	0	0
Bus			
Train			
Car			
Taxi			
Plane			
Other			
Meals	0	0	0
How many			
Each (average)			
Tour/Admission fees			
Academic materials			
Travel insurance			
Visa			
Gratuity			
Other			
Total	0	0	0

If using an affiliate or other partner indicate which expenses are included in the estimated invoice by placing an "X" in the appropriate column. Indicate any invoiced amounts above. Additionally, upload under Attached Documents any documentation from the partner.

Expenses per program	
Cell phone	
Domestic travel to/from airport	
Other	
Total	0

Number of program leaders	2
Cost are calculated off this number (can be adjusted).	