

## Bethel University – College of Arts and Sciences

Office of Off-Campus Programs/  
International Studies

### **Interim Abroad and Off-Campus Existing Course with Modifications (i.e. new location/new faculty) Proposal Form**

Thank you for your interest in proposing an interim off-campus program. Interim off-campus courses offer a unique way for faculty to serve the academic needs of Bethel students while exploring a new culture. These students may have diverse learning styles and academic perspectives, adding variety to the teaching experience. Long hours and the willingness to wear many hats (professor, travel planner, tour guide, parent, cultural expert, accountant, etc.) are required, but the rewards are plentiful!

**This form is required if you are proposing:**

- 1) An already approved course but in a new geographic location (due June 1, 2021 for interim '23).**
- 2) An already approved course but with new faculty leading for the first time (due June 1).**

Note: If the course has already been approved, the location remains the same, and you have had previous experience leading the course, you only need to complete the Statement of Intent form, available in the International Studies Office.

If you are proposing a brand new off-campus interim course, please complete the new program proposal form, due September 1<sup>st</sup>. If the course has never been proposed as an on or off-campus option, you will also be required to complete the *New Course Proposal* form, available from the Office of Academic Affairs, along with any necessary proposal forms for General Education requirements.

#### **Discussion points for you and the department chair, and the deans:**

Modifications to an existing course require some thought. As you develop your concept, it is essential that you discuss your idea with your department chair and the deans. Initially, you will need to consider the discussion points below. The responses provided will help you to determine whether this idea is a viable one, and how the program can best be developed.

#### **The Course**

- What is the rationale for the course change – what academic need does it fill?
- Do you have background, experience, and expertise in the subject being taught as related to the location(s) you will visit?
- How will the course complement current departmental offerings?
- Are field trips, site visits, and other cultural activities integrated into the course material to provide an in-depth view of the host country? Will there be opportunities for students to interact with local residents?
- Will the program compete with other Bethel offerings?

#### **Cultural Knowledge**

- Do you have the capability in the language and cultural ability (or 'street smarts') sufficient to function effectively in the country? If not, will you have someone from the location to assist you?
- Do you have sufficient cultural and country knowledge to provide an orientation program including preparing the students adequately for living and studying there?

### **Clientele**

- Is there an identifiable student interest in the course? If not, can you create a demand?
- Are there prerequisites that will limit student access?
- Is the estimated cost within the parameters that Bethel students can afford? (\$3,000 -\$4,500 cost per student can be managed by students)
- Can you recruit the minimum number of students needed for the program?
- What is the estimated enrollment for the program?
- What plans are there for publicizing the program and recruiting students?

### **Location**

- What country and city will be the best location and why?
- Will students need a visa to enter the country? Cost? Ease of obtaining one?
- Describe the proposed program facilities.
- What academic support services are available and where? (E-mail facility? Computer lab? Library? Etc.)
- What type of housing facilities will be used? [residence halls, homestays, hotels?]
- What arrangements for meals will be made?
- Will field trips, professional visits be included? If so, list.

### **Health and Safety Issues**

- Have you checked the US State Department list for safety clearance ([www.travel.state.gov](http://www.travel.state.gov))?
- What inoculations or other precautions do students need before departure? (Check CDC website: [www.cdc.gov](http://www.cdc.gov))
- What medical facilities are available to students and faculty leaders?

### **What you will need**

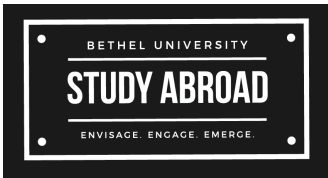
- Do you need more than one faculty leader? Does the course or situation justify the additional cost to the university and the students?
- What plan is there for involving other departmental faculty members? Who? In what ways?
- Discuss the role of each proposed faculty, staff, and anyone else accompanying the program.
- Will you work with a customized program provider or do you plan to coordinate logistics yourself? Do you have the knowledge and/or contacts to do this efficiently and effectively?

## **III. Write the proposal**

Most of the requirements for this proposal are self-explanatory. Below are a few tips.

- Provide complete information about the course including syllabus, grading and requirements, itinerary and how teaching off-campus will enhance the course. Please make sure that your course meets for a minimum of 20 days for a three-credit course.
- The budget issues related to student costs should be as accurate as you can make them. Obviously you can't predict currency fluctuations or price changes for a year from now (which is why the forms build in an emergency/contingency fund). Base your estimates on today's prices.

## **IV. Secure necessary approvals as shown on the forms**



## BETHEL UNIVERSITY - CAS

### Office of Off-Campus Programs/International Studies Interim Abroad and Off-Campus Existing Course with Modifications (i.e. new faculty/new location) Proposal Form

**Due: July 1st**

Before completing this form for the first time, make an appointment with the International Studies staff. They can assist you with this process, hopefully making it easier.

#### I. GENERAL INFORMATION

Today's Date:

Course Title:

Bethel Course Instructor(s):

E-mail:      Phone:      PO:      Office:

Sponsoring Department(s):

Location(s) of the Program (be specific):

Program Length (be specific, a minimum of 20 days off-campus is required, plus two days for travel):

Dates of Program:

#### II. ADDITIONAL FACULTY/STAFF/FAMILY/FRIENDS

**Note: All participants who are not registered students must receive prior approval in advance from the Vice President and Dean (CAS).**

If you hope to have family members, friends, or anyone else accompany you during the program, please provide a rationale for their participation (if children, please include age). Contact the Vice President and Dean (CAS) to request permission for them to accompany the program. If approved by the Vice President and Dean, the individuals must bear all expenses such as airfare, lodging, meals, and any other incidental expenses.

Name	Rationale
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*(Approval from the Associate Dean for Off-Campus Programs and the Vice President and Dean of CAS is required for any financial compensations to course assistants. All payees must have a W-2 form on file at Bethel.)*

**If there are two instructors:**

How will the instructors share responsibilities?

What experience do the instructors have working together?

**Are you planning on hiring a Teacher's Assistant? Yes  No  How many?**

*(Please note that only CAS students registered to participate in your course for academic credit can be hired as a teaching assistant (TA). Please use the Short-Term Stipend Request form from Financial Planning to request payment for your TA.)*

**Information about the person from the site or the organization assisting you:**

Name:            Role\*:

\*If this person will be teaching and is not a BU faculty, please attach a vita.

Organization:

Address:

Phone\*:            Fax\*:            Email:

\*If this is an international number, please write it as if you were calling from the US, leaving out any numbers that are only relevant when dialing within that country.

**III. PROGRAM OBJECTIVES, CONTENT, AND STRUCTURE**

**A. COURSE DESCRIPTION**

1. Course Title:
2. Number of credit hours:
3. List any course prerequisites/requirements for admission (please explain).
  
4. What is the rationale for choice of course topics, goals, readings, and other elements of the curriculum as they relate to the course location(s)?
  
5. If English is not the primary language of the location of the course, will there be a language prerequisite for the course?      If not, how will participants carry out their course work and interact with the local population, if applicable?
  
6. What requirements (general education or otherwise) is this course designed to meet? (**Note:** Please remember to submit General Education Course Proposals available on the Academic Affairs website.)

**B. INTEGRATED SYLLABUS (for review by the department chair(s) and deans)**

Bethel's off-campus interim courses set themselves apart because they attempt to integrate traditional classroom education with experiential learning and site visits. **It is very important that you demonstrate how the location and local resources enhance the learning objectives of the course.** Faculty leaders should formally identify lectures, readings, site visits, group discussions/reflection times, and cultural activities that are required parts of the course. **NOTE: Interim study abroad programs are academic programs. Mission outreach programs cannot be considered to receive academic credit.**

**Please attach a course syllabus and include the following items:**

1. Course description of 100-200 words
  2. Course goals and objectives
  3. Required and recommended readings
  4. Course evaluation
- Be specific with the % of grade for each requirement such as participation and attendance, assignments, exams or papers, presentations, academic journals, or field observation reports that are used as the basis for the course grade.

**Attach a statement of how this course will be enhanced by being taught in an off-campus location.**

### C. DURATION

Courses to international locations must **provide a minimum of 20 days off-campus with scheduled academic activities or course related travel, plus two additional days identified for travel to and from the program site.** Proposed courses to domestic locations must meet a minimum of 20 days and may combine course related activities both on and off-campus.

### D. ITINERARY

Please attach an itinerary and be as specific as possible to the following elements.

1. **The length of time** in each location.
2. The various **educational activities** (lecture titles and topics, readings, site visits, group discussion/reflection time, cultural events, etc.) Clearly demonstrate how these activities are linked to the course objectives and location.
3. Other **culturally orienting activities.** Describe provisions made for immersing students into the local culture and ensuring interaction between students and local citizens.
4. The length of time spent in these activities. **Contact hours, defined as the time when students are engaged in the objectives of the course,** must be equivalent to or more than those on the home campus.
5. The amount of unstructured time in each day.

### IV. HOUSING AND MEALS

Will students be housed in commercial hotels/apts.  residence halls  home stay  camping

Other:

Will faculty/staff be housed in commercial hotels/apts.  residence halls  home stay  camping

Will students and faculty be housed close to each other?

Please describe meal arrangements:

Additional information (if any):

### V. HEALTH AND SAFETY

Are there any health and/or safety issues in this area? (e.g. diseases students should be aware of, extreme weather conditions, for example, will it be hurricane season when you are in-country?)

List any activities the participants will be doing which could be considered high risk. (e.g. boating, mountain climbing, spelunking, sky diving, etc.)

What steps will you take to ensure the students' safety? (Certified guides, life preservers, first aid training, plan to discuss these issues at orientation and what to do in the event of an emergency.)

Will you or another leader operate any vehicle transportation? Yes  No

Names of drivers (if applicable):

### VI. ENROLLMENT

What enrollment do you intend for this course? (*A minimum enrollment of 15 is required for one instructor and 25 for two instructors. If this course is going for the first time, the minimum enrollment is 10 students for one instructor, 20 students for two instructors.*)

## VII. PUBLICITY

What plans do you have for promoting the program and recruiting students to participate in the program?

**Please note:** *The study abroad office will assist you with a flyer for posting and giving to interested students as well as hosting an interim opportunity fair.*

## VIII. APPROXIMATE COST

What is the anticipated cost per student?

Please provide approximate cost per student using the attached budget worksheet. It is understood that changes will occur as more planning takes place in the months leading up to the course. **Final course budget will be due September 10, 2017 and must be approved by the Associate Dean for Off-Campus Programs.**

## IX. CONTRACTS

The Office of Off-Campus Programs advises that you obtain contracts from all service providers including housing, facilities, food, transportation, etc.

NOTE: There are organizations that provide customized programs. Advantages of working with a provider is that they focus on logistics, provide you with ONE contract that covers all services, leaving you free to focus on the academic aspects of the program. If you are not currently working with a provider but would like to explore the possibility, contact the Office of Off-Campus Programs/International Studies and request a list of customized program providers. Sometimes the price is a little more, but the time you save may make up for the added expense.

## X. COURSE INSTRUCTOR(S) INFORMATION

### 1. Primary Course Instructor: [Name]

Training and experience in subject matter (if the course topic is outside your academic discipline, describe what training and experience you have to teach this course):

Experience in proposed location(s) and contacts you may have in the host country(ies):

Language(s) and level of proficiency:

Previous experience leading off-campus courses:

### 2. Secondary Course Instructor (if any): [Name]

Training and experience in subject matter (if the course topic is outside your academic discipline, describe what training and experience you have to teach this course):

Experience in proposed location(s) and contacts you may have in the host country(ies):

Language(s) and level of proficiency:

Previous experience leading off-campus courses:

# Off-Campus Interim Course Budget

Date: _____
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Course: \_\_\_\_\_

Submitted by: \_\_\_\_\_

This budget is based on the minimum target enrollment of \_\_\_\_\_ students. Remember, a minimum target enrollment of 15 is required for one instructor and 25 for two. If this course is going for the first time, the minimum is 10 students for one instructor and 20 students for two.

Program Expenses	(Be sure to include faculty expenses.)	Group Total	per student (optional)
A.	<b>Airfare (Be sure to include \$80-\$100 check baggage fees)</b>	\$ _____	\$ _____
B.	<b>Provider Services</b> (if using a provider, please mark the categories covered with an *)	\$ _____	\$ _____
C.	<b>Land Travel</b>	\$ _____	\$ _____
	Rail	\$ _____	\$ _____
	Local (bus, subway, local trains, ferry, etc.)	\$ _____	\$ _____
D.	<b>Lodging</b>		
	Location 1	\$ _____	\$ _____
	Location 2	\$ _____	\$ _____
	Location 3	\$ _____	\$ _____
	Location 4	\$ _____	\$ _____
E.	<b>Meals</b> (Breakfast ____ Lunch ____ Dinner ____)	\$ _____	\$ _____
F.	<b>Instructional Costs</b> (fill in appropriate categories as needed)		
	Events (tickets, admission, excursions, other)	\$ _____	\$ _____
	Facility rental (classroom, studio space, etc.)	\$ _____	\$ _____
	Guest lectures honorarium	\$ _____	\$ _____
	Stipend for host country liaisons	\$ _____	\$ _____
	Supplies	\$ _____	\$ _____
	Long-distance phone calling or FAX	\$ _____	\$ _____
	Texts (inclusion optional)	\$ _____	\$ _____
G.	<b>Interim administrative fee (\$150/student)</b>	\$ _____	\$ 150
H.	<b>Miscellaneous expenses</b>	\$ _____	\$ _____
	Entrance/exit fees	\$ _____	\$ _____
	Post-trip debriefing	\$ _____	\$ _____
	Other (explain) _____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	<b>Subtotal</b>	\$ _____	\$ _____
I.	<b>Contingency/Emergency Fund (5% of subtotal)</b>	\$ _____	\$ _____
	<b>Total</b>	\$ _____	\$ _____
	Divide total by minimum target enrollment.		
	<b>Total Cost Per Student</b>	\$ _____	\$ _____

## SUPPORTING SIGNATURES:

Each faculty must get supporting signatures from the following parties in the following order:

- 1) Departmental Chair(s), if two different departments are involved, each department chair must sign
- 2) Divisional Associate Dean(s), if two different divisions are involved, each must sign
- 3) Associate Provost & Vice President of Academic Affairs (CAS)
- 4) Assistant Provost for International Studies and Off-Campus Programs

### STEP 1: APPROVAL from DEPARTMENT CHAIR

Faculty Leader 1: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Leader 2: \_\_\_\_\_ Department: \_\_\_\_\_

#### We have discussed the following:

1. Course Number/Title: \_\_\_\_\_ Credits: \_\_\_\_\_

We have discussed the course content, the roles of all faculty, staff, and anyone else accompanying the program.

2. Financial Issues

Minimum number of students needed to make the program financially feasible: \_\_\_\_\_

Maximum number: \_\_\_\_\_

3. Name of alternate leader (if any): \_\_\_\_\_ Department: \_\_\_\_\_

#### Department Chair Approval for Faculty Leader 1:

I approve the initial proposal and forward it to the divisional dean for review.

Date: \_\_\_\_\_

Faculty Member name: \_\_\_\_\_

Department Chair name (print): \_\_\_\_\_

Department Chair signature: \_\_\_\_\_

#### Department Chair Approval for Faculty Leader 2:

I approve the initial proposal and forward it to the divisional dean for review.

Date: \_\_\_\_\_

Faculty Member name: \_\_\_\_\_

Department Chair name (print): \_\_\_\_\_

Department Chair signature: \_\_\_\_\_



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**STEP 2: SUPPORT from DIVISIONAL ASSOCIATE DEAN**

**Divisional Associate Dean for Faculty Leader 1:**

I approve the initial proposal and forward it to the Vice President and Dean (CAS) for review.

Date: \_\_\_\_\_

Faculty Member name: \_\_\_\_\_

Divisional Dean name (print): \_\_\_\_\_

Divisional Dean signature: \_\_\_\_\_

**Divisional Associate Dean for Faculty Leader 2:**

I approve the initial proposal and forward it to the Vice President and Dean (CAS) for review.

Date: \_\_\_\_\_

Faculty Member name: \_\_\_\_\_

Divisional Dean name (print): \_\_\_\_\_

Divisional Dean signature: \_\_\_\_\_

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**STEP 3: SUPPORT from ASSOCIATE PROVOST & VICE PRESIDENT OF ACADEMIC AFFAIRS (CAS)**

I approve the initial proposal and forward to the Assistant Provost International Studies and Off-Campus Programs and the International Studies Committee for review.

Date: \_\_\_\_\_

Associate Provost & Vice President's signature: \_\_\_\_\_

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**STEP 4: SUPPORT from ASSISTANT PROVOST FOR OFF-CAMPUS PROGRAMS**

I have reviewed the complete proposal and fully support this program.

Date: \_\_\_\_\_

Assistant Provost for Off-Campus Programs signature: \_\_\_\_\_

## SAMPLE TIMELINE FOR INTERIM OFF-CAMPUS PROGRAMS

<b>March 15</b>	Preliminary budget due Promotional materials due (brief description, cost, dates)
<b>Late March/early April</b>	Interim Opportunity Fair; Enrollment opens for the following year
<b>April – May</b>	Promotional activities
<b>Early May</b>	Early enrollment deadline; Notify students of status within course
<b>June 1</b>	Load Form Submission to Academic Affairs
<b>September 1</b>	New program proposals due to the Office of Off-Campus Programs
<b>September</b>	Additional recruiting
<b>September 1</b>	First Payment Due
<b>September 10</b>	Final budget due
<b>mid-September</b>	Students may cancel through this date with full deposit refunded
<b>October 1</b>	Second Payment Due
<b>October 1</b>	Repeat program proposals due to the Office of Off-Campus Programs
<b>October</b>	Continue logistical travel preparations (airfare, lodging, in-country transport)
<b>October</b>	Meet with students (explain travel papers, vouchers, financial aid form)
<b>November</b>	Meet with students (course preparation), orientation
<b>November 1</b>	Third Payment and Interim Travel Papers Due
<b>December</b>	Meet with students (course preparation)
<b>December</b>	Meet with Off-Campus Programs/International Studies to discuss last minute details
<b>December 1</b>	<b>Approved course proposals &amp; Statement of Intent for repeat course proposals due to the Office of Off-Campus Programs</b>
<b>December 15</b>	Final itinerary due
<b>January</b>	Groups depart and return
<b>mid-February</b>	Final Financial Report and Evaluation due from faculty
<b>February</b>	International and Off-Campus Studies Committee to make decisions on international offerings for the following interim