

Study Abroad Proposal Guidelines

These guidelines are designed to assist faculty members proposing study abroad programs and to guide the College of Communication International Committee in the review of proposals. Specifically, the guidelines offer a structured model for crafting individual programs and present a required format for proposals. The College of Communication International Committee is a faculty advisory committee appointed by the Dean of the College of Communication. The Committee is charged with reviewing proposals for short-term study abroad programs that offer credit through the College. The Committee makes recommendations to Study Abroad. Criteria by which proposals will be evaluated are outlined below. **This is a competitive process.**

Types of Programs

DePaul faculty members are invited to serve as faculty field directors for both short-term and term-long study abroad programs.

Short-Term Programs range from one to four weeks and run during the December, spring, or summer sessions. All programs include a minimum number of contact hours of pre-departure and post-travel class sessions to frame the academic activities of the travel. Cross-college collaborations are welcome, as are proposals for either undergraduate or graduate programs. While abroad, short-term faculty directors guide the students' learning, oversee the administrative aspects of the program, and spend much more time with students on-site each day than term-long program directors do.

Note that prospective faculty members should develop a recruitment strategy. Short-term faculty led study abroad programs generally require an enrollment of 15-20 students. In order to meet this requirement, it is recommended that faculty recruit 20-25 students. Consider if there is a defined target audience for this program, including specific majors or students of a particular language or academic foci. Develop a plan to reach this target audience and if the course/courses are included in other Liberal Studies Domains to help maximize enrollment options.

Also note that Study Abroad prefers to offer students a range of price options between \$1500 and \$4500. You will want to consider the best ways to minimize costs while maximizing learning options for your students. Programs must be financially viable and self-supporting. The latter will not be a concern of the College of Communication International Committee, but instead something

to consider when discussing the study abroad proposal with College administration and Study Abroad.

Term-Long Programs run in Autumn, Winter, or Spring and are slightly longer than a quarter here on-campus (i.e., our partner institutions tend to run semester-long programs). Summer programs are usually 7-8 weeks long. Typically students enroll in courses at a host institution with which DePaul partners, while in some cases a faculty field director teaches one course, and the host institution instructors teach the rest. The faculty field director in the latter case provides on-site support to the students as they navigate the host country and serves as Study Abroad's administrator at the off-campus study location. While the proposals for new Short-Term Programs are reviewed by the College of Communication International Committee, proposals for new Term-Long programs are managed by Study Abroad. For more details on developing a new Term-Long Program, refer to the [Developing a New Term-Long Program page](#) in the For Faculty & Staff section within Study Abroad's website (CampusConnect credentials required) and discuss your ideas with Study Abroad early.

Eligibility

Full time tenured and tenure-track faculty at DePaul University are eligible to submit a proposal. Faculty must secure the approval of the dean before developing a proposal. Full time Long-term teaching professional (LTTP), program directors, and professional staff in blended teaching and administrative positions may apply with the approval of the Dean of Communication. Adjunct, visiting faculty and graduate students are not eligible to propose study abroad programs, although in exceptional circumstances they may be eligible to participate as an instructor. Faculty who will be on leave between the time of proposal and the program date must document that they will be on campus and available for recruitment selection and logistical planning purposes. If you have questions about eligibility, please contact Study Abroad prior to preparing a proposal.

Process

- A. Consult with [Study Abroad staff](#) to make sure the desired destination does not conflict with existing programs or, if there currently are programs in the desired destination, that running multiple programs will be viable. Although this is a competitive process and competing programs will be assessed, if a current program has been approved for a three-year iteration, then the initiation of the new program would be delayed until the current program's time has expired. As an alternative, the faculty member proposing such a course could also work with an existing course in the proposed destination.

- B. Consult with the College of Communication International Committee chair to make sure the desired destination, program time, and curriculum does not overlap with current offerings in the college.
- C. Consult with the Associate Dean who schedules courses to make sure the offering will be viable given current enrollment patterns.
- D. Submit an application to the College of Communication International Committee for review.

Application Instructions to Faculty Leader(s)

Submit the proposal online via the [Study Abroad website](#). The Review Board will review proposals and notify applicants of the outcome of the review process within 45 days of the application deadline.

Please respond to the following items in your proposal.

Basic information and Academic Focus

- A. Include your name, department, mailing address, telephone, and e-mail.
- B. Indicate the country (or countries) to be visited.
- C. Indicate the proposed time frame for the program (e.g., December session, Spring Break, Summer session, during a full term). Also indicate how often the program will be repeated. The iterations may be in consecutive or alternating years.
- D. Include a copy of the course syllabus, which should include a course title. If this is a repeat program, provide the actual syllabus used. If this is a new program, prepare a tentative syllabus, which includes a tentative course design and possible itinerary (e.g., a description of the types of community partners, institutions, businesses and organizations you hope to visit during the seminar and their relationship to the proposed theme).
- E. Describe the academic focus or theme of your proposed seminar and indicate what learning goals students should expect to achieve through participation.
- F. Explain why the target country is an appropriate venue to explore the designated theme and confirm that the destination is safe for travel. (Note: Please make sure to consult the current travel warnings listed on the US State Department travel warnings Web site. If the proposed destination is not safe for travel, the course cannot be approved.)
- G. If offering JYEL credit, provide a detailed description of how the course will meet the learning outcomes and writing expectations of the Junior Year Experiential Learning requirement. For this section, you should address specific outcomes as listed by the Liberal Studies Program
(<http://liberalstudies.depaul.edu/TeachingInLSP/LearningOutcomesWritingExpect/index.asp>)

The Faculty Leader(s):

- A. Explain why you are an appropriate candidate to lead this program:
- i.) Describe existing contacts in the target country or explain how you will establish appropriate contacts.
 - ii.) Indicate any previous experience leading international seminars and/or experiential learning-focused teaching.
 - iii.) Indicate any relevant personal or professional experience that will help with course development.
- B. If this is a joint application with another faculty member, explain how each individual will contribute. Generally, a joint application with another faculty member can occur only when the program will consist of two DePaul courses, with each faculty member responsible for one or the two faculty members team-teaching each.

Criteria to be used in reviewing proposals

Proposals will be evaluated for their quality of design, course content and thoroughness in addressing the topics detailed above. In addition, the following criteria will be used to recommend programs for inclusion in the Study Abroad line-up for any particular cycle.

- 1) **Sustainability:** Preference will be given to programs that are designed to run more than once. Programs that can run for three consecutive or alternating years are considered ideal.
- 2) **Curricular integration:** Preference will be given to programs that are designed to fulfill requirements within specific curricular units and/or the liberal studies program.
- 3) **Appropriateness of Location for Learning Objectives:** Does the itinerary make good use of local resources and events? How are the sites linked with the academic content of courses? Are students encouraged to link the experience of travel with the cognitive/reflective aspects of courses, and if so, how? What opportunities will there be for students to work and/or interact with local community members?
- 4) **Program's fit within the University's Study-Abroad Offerings:**
 - i) **Diversity of sites/geographic locations:** In the context of all Study Abroad offerings, does the proposed program offer a new location or regional focus?
 - ii) **Diversity of disciplines:** Do proposals represent a variety of disciplines?

- iii) Balance between established programs and new programs: Once a program has run for three consecutive years, the committee may recommend that it be put into a rotation with other similar programs or an alternating year schedule.
 - iv) Diversity of cost: The Study Abroad Committee aims to provide a range of programs in terms of affordability. Programs that offer an inexpensive option for students with financial need are desirable.
 - v) Diversity of Programmatic Content: In the context of all Study Abroad offerings, proposed programs that offer a different topical foci will be considered desirable.
- 5) (For Repeat Programs): Does the proposal address concerns raised by the Committee's review of previous directors' reports and/or program proposals? If aspects of the program focus, design or itinerary presented problems in a prior iteration of the course, what steps have been taken to minimize the likelihood that these problems will persist or reoccur?

Short-term study abroad programs are conditionally approved for three consecutive runs (annual or alternate years), although the study abroad committee and the dean will determine if the course is successful after the course is offered the first time. Programs, once approved, would not have to be resubmitted for committee review for three iterations (this time period incorporates the first year that the program is offered) unless:

- The program focus, course design, or itinerary is substantially changed (the addition/deletion of multiple locations, shifting JYEL activities, shift in disciplinary content, etc.)
- The faculty directors substantially exceeded their budget projections or did not submit a final report.
- Problems were identified in the budget reconciliation, student evaluations, or the directors' report that would merit re-evaluation of the program.
- The program implementation did not address concerns raised by the Committee's original review of the program proposal.
- The conditions at the destination have changed as to put the students, faculty, or the program at risk.

Please submit an electronic copy of your proposal to Study Abroad.