

DEPAUL UNIVERSITY
College of Science and Health
INTERNATIONAL COMMITTEE

**Guidelines for Completing a
Short-Term Program Proposal**

April 2016, updated March 2023

These guidelines are designed to assist faculty members proposing a short-term program and to guide the College of Science and Health (CSH) 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 CSH International Committee is a faculty advisory board appointed by the Dean of the College of Science and Health. 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.**

Eligibility

Full-time tenured and tenure-track faculty at DePaul University are eligible to submit a proposal. Faculty must secure the approval of their departmental chair/dean before developing a proposal. Full-time professional staff in blended teaching and administrative positions may apply with the approval of the Dean of CSH and their supervising VP/Dean. Adjunct, visiting faculty and graduate students are not eligible to propose study abroad programs, although in exceptional circumstances 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.

Assistance in Developing a Proposal: Course Design, Budgeting and Logistics

Faculty members interested in proposing a study abroad program are encouraged to discuss their ideas with Director of Study Abroad and/or members of the International Committee early in the planning stages. As the proposal is put together, faculty should consult with Study Abroad staff to discuss procedures for budgeting, recruitment and other logistics. The International Committee welcomes proposal drafts from faculty trying to develop their program ideas. Once approved, Quality of Instruction Council funding can potentially be obtained for course development purposes. Please refer to [QIC guidelines](#) for further information.

Proposal Guidelines

All proposals must include the following sections: (Incomplete proposals will not be considered.)

1. [Program proposal form](#)
2. Proposal narrative, should be no more than five double-spaced pages in 11-pt font and must include:
 - a) Program Overview
 - b) Objectives, Learning Outcomes and Assessment procedures
 - c) Curricular Integration including fulfillment of Junior Year Experiential Learning and Liberal Studies Domain Requirements (undergraduate only)
 - d) Program Design
 - e) Sustainability, Cost and Recruitment Strategy
 - f) Proposed Itinerary
3. Course syllabi or outlines including a proposed reading list (no more than one page)

4. [Budget worksheet](#)
5. Approval for each faculty member's participation in the program from the faculty members' departmental chair(s), program director(s), or Dean (if the faculty member is departmental chair), which can be requested electronically through the Study Abroad proposal site

Details of the Proposal Narrative

The proposal narrative should be no more than five double-spaced pages in 11-pt font and should be a detailed presentation of activities, objectives and logistics about your program. This following outline is provided as an organizing tool. Please adhere as closely as possible to the following organization of topics when writing your proposal.

1. **Program Overview**
2. **Objectives, Learning Outcomes and Assessment Procedures:** What are the objectives that shape the design of your program? What will students learn by participating in this program? How will you know these outcomes have been met?
3. **Curricular Integration:** How does the proposed program enhance or compliment the departmental, College or University curriculum? Proposals for graduate courses should describe how the overseas experience will be used to enhance graduate learning and research, and should clearly emphasize a link between on-site activities and the conceptual theories or methods relevant to the sponsoring department(s) and their curriculum. Undergraduate courses must address the following:
 - A. Junior Year Experiential Credit. All undergraduate courses approved through the CSH International Committee must meet the requirements for Experiential Learning credit. Proposals must explicitly address how each course in a program meets these requirements. In particular, the Committee will look for evidence that course activities and assignments integrate course content with structured field-based experiences through reflection, discussion, and writing. Please refer to the [Liberal Studies Program Learning Outcomes & Writing Expectations](#) for more information about meeting these requirements.
 - B. Liberal Studies Domain Requirements. Faculty are encouraged to consider designing undergraduate courses that meet the requirements of a Liberal Studies Domain. Programs that fulfill Liberal Studies Domain requirements in addition to the Junior Year Experiential Learning requirement have a substantially better record of recruitment and retention. Faculty members must secure approval of the appropriate domain committee for their courses. Please refer to the [Liberal Studies Program Learning Outcomes & Writing Expectations](#) for more information about domain approval.
 - C. Cross-Listings. Where appropriate, faculty are encouraged to seek cross-listings for their courses to enhance recruitment and retention. It is the responsibility of faculty to secure written approval for course listings from the chair person(s) of the appropriate department(s).
4. **Program Design:**
 - A. Course Offerings and Pairings. While the Committee will consider a range of viable options, short-term program proposals are typically submitted by two faculty members who co-direct the experience abroad, with each faculty member offering a 4-credit class. Students receive 8 credit hours for participation in a short-term program. One-course programs are possible, but are most successful for graduate programs.
 - B. Pre- and Post-departure Meetings. With two-course programs, students enroll in the first course during the term preceding travel, and enroll in the second course during the term immediately following their groups' return. With one-course programs, students enroll in the course during the term preceding travel. Faculty should carefully consider the most appropriate balance between on-campus and on-site instructional activities and justify their design in the proposal. The college recommends 15-30 contact hours on campus for each 8-hour set of program courses or 8-15 hours per 4-hour course. The remainder of the contact hours takes

place during travel. On-campus course meetings must be scheduled to coincide with regular course scheduling and students must be informed of the class schedule at the time of acceptance. Proposed syllabi must describe how faculty members intend to use these on-campus course meetings to fulfill course/program learning objectives. Study Abroad can provide models of pre- and post-departure course scheduling used by successful programs.

C. Special Features. Are there any special aspects or design components of your proposed program that should be highlighted (e.g. service learning, home-stays, on-line/hybrid instruction, etc.)?

D. Local Arrangements. Does the program involve an agreement with a local host institution? If so, what is the nature of that institution/organization? What services and activities will be overseen by the host institution and at what cost (i.e. housing, classroom space, lecturers, student services, etc.)? If there is not an institutional affiliation, what infrastructure requirements are necessary for the program to operate? Study Abroad can recommend one of DPU's preferred travel seminar organizers to advise you on international and local travel arrangements.

5. **Sustainability, Costs and Recruitment Strategy:**

A. Sustainability. Proposals should indicate how often the program will be repeated and whether sufficient faculty and student interest exists to ensure multiple iterations of the program. The iterations may be in consecutive or alternating years.

B. Cost. A reasonable estimate of program costs should be included as part of the proposal. Two aspects of the costs are considered by the Committee. First, the Committee prefers to offer students a range of price options between \$1,500 and \$4,500. Second, programs must be financially viable and self-supporting.

C. Recruitment Strategy. Short-term faculty-led study abroad programs require an enrollment of 15-20 students. In order to meet this requirement, it is recommended that faculty recruit 20-25 students. Please explain the strategy for recruiting students. Is there a defined target audience for this program? What specific majors or students of a particular language or academic foci do you envision this program to attract? Is there demonstrable interest among students for this program? How will this target audience be reached and recruited for participation? How is inclusion in Liberal Studies Domains a factor in defining target audiences and marketing strategies for the program?

6. **Program Itinerary**

Itineraries should be well thought out and well researched both in terms of length and activities included. Typical itineraries for short-term programs run 14-18 days. The proposed travel should be feasible and have a clear connection to the academic content and goals of the program - this is arguably the most critical aspect of any proposal. Include a day-by-day itinerary specifying cities to be visited and means of transportation between them. Describe activities arranged with local experts, guest lecturers and other local residents as well as visits to museums and other sites of interest. This itinerary should identify as many specifics of your program as possible and include rationale as to how visiting those sites will meet course objectives.

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? How? Are there opportunities for students to work and/or interact with local community members?
4. Program's fit within the University's study abroad offerings:
 - Diversity of sites/geographic locations: In the context of all Study Abroad offerings, does the proposed program offer a new location or regional focus?
 - Diversity of disciplines: Do proposals represent a variety of disciplines?
 - Balance between established programs and new programs: Once a program has run for multiple iterations, the Committee may recommend that it be put into a rotation with other similar programs or on an alternating-year schedule.
 - Diversity of cost: The International 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.
 - Diversity of programmatic content: In the context of all Study Abroad offerings, does the proposed program offer a different topical focus?
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, what steps have been taken to minimize the likelihood that these problems will persist or reoccur?
6. Changes to the program guidelines to conditionally approve short-term study abroad programs for three consecutive runs (annual or alternate years) if the International Committee and the Dean determine that the program was successfully implemented in its first iteration: Programs, once approved, would not have to be resubmitted for Committee review for five 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 program at risk.