

**DePaul University
Driehaus College of Business
International Committee**

**Short-term Study Abroad Program Proposal Guidelines
Updated SQ2021**

I. Deadlines (may be changed based on annual university calendar cycle)

Due Dates:	Renewal of SQ/Summer Programs	Renewal of AQ/December Programs	Renewal of WQ/Spring Break Programs
	New December Program Applications	New Spring Break Program Applications	New Summer Program Applications
	Spring Break program admin applications	Summer program admin applications	December program admin applications
New program applications Final reports Program Admin applications	September 15	January 15	April 21*
International Committee Meeting Date	Sept 20-27	January 23-30	April 24-30
Notification of Program Decisions to Faculty and SAO	October 1	February 1	May 1
QIC Deadlines	October 15	March 15	October 15

II. Overview

Faculty members in the Driehaus College of Business (DCB) are invited to propose new business courses to run as short-term study abroad programs. These programs begin with 12 hours of course work during the regular quarter, followed by travel of 7-21 days of in-country travel during the break (e.g. AQ/December, WQ/Spring Break, SQ/Summer). Courses typically have between 16 and 22 students, with a mix of participants. Cross-college collaborations are welcome, as are proposals for either undergraduate, graduate or combination programs. While abroad, faculty guide the students' learning, oversee the administrative aspects of the program, take students on both academic and cultural visits, and overall spend significant time with students daily.

The following guidelines are designed to assist faculty members proposing study abroad programs and to guide the DCB International Committee in their review of proposals and returning programs. Specifically, the guidelines offer a structured model for crafting individual programs that meet university, college and AACSB requirements, present a required format for proposals, and explain the reporting requirements upon completion of the course.

The DCB International Committee is a faculty advisory committee appointed by the Dean of the Business School and is charged with reviewing proposals for credit-earning, short-

term study abroad programs, and working with the University Study Abroad Office (SAO) in the implementation of approved programs. The Committee welcomes proposals on a variety of topics and themes. Once approved, it is recommended that faculty apply for a “Quality of Instruction Council” grant to visit the destination(s) proposed to aid in finalizing all course details. Funding can potentially be obtained for course development purposes, but a letter from the committee and study abroad office must accompany any applications. Please refer to QIC guidelines for further information.

<https://offices.depaul.edu/academic-affairs/faculty-resources/teaching/qic/Pages/QIC-Grant-Programs.aspx>

III. Eligibility

Tenured, tenure-track and full-time faculty in the Driehaus College of Business are eligible to submit a proposal. Adjunct, visiting faculty and graduate students are not eligible to propose study abroad programs. 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. All proposing faculty must secure the approval of their departmental chair/director and include a letter of approval with their proposal. If you have questions about eligibility, please contact the Chair of the DCB Committee or Director of International Programs prior to preparing a proposal.

IV. Proposing a Course (Download the Online fillable Word document):

https://programsabroad.depaul.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10141

Faculty Leadership

Short-term program proposals are typically submitted by one faculty member who will independently teach the course. The overload stipend for the program is \$12,500. A second option is for two faculty to jointly submit a proposal and co-direct the experience abroad. Each faculty member is responsible for a portion of the curriculum and will receive an equivalent portion of the stipend (i.e. 50/50, 60/40).

Faculty members interested in proposing a new short term study abroad course should think about 3 questions:

1. What is the course topic? (typically courses are in line with faculty teaching/interests/research in business)
2. Where do you want to travel and why that place? (can you justify the topic and the location together)
3. Which quarter do you wish to teach/travel? (courses run AQ/December, WQ/Spring break, SQ/Summer)

Faculty members interested in proposing a study abroad program are encouraged to consult with representatives of the International Committee and/or faculty currently teaching a study abroad program in the early stages. This consultation can help clarify

course parameters and expectations, as well as confirming the desired destination/quarter does not conflict with existing programs.

Program Administrator (previously “second administrators”)

Program administrators serve as a second group leader on short-term study abroad programs that have only one faculty leader. These administrators may have a variety of duties to include things such as assisting with the management of the group, providing onsite support to students, and helping to address any emergency situations that may arise during the program. A full description of this position can be found in the Program Administrator Guidelines. Program administrators may be staff or faculty and must be full-time Driehaus College of Business employees.

The selection process for Program Administrators is as follows:

- Call for Applications will be distributed to all faculty/staff with a list of trips in need of a program administrator at the start of each quarter.
- Completed applications distributed to faculty leaders who then provide a ranked list to the members of the Driehaus International Committee (leader input is the most important criteria used for selection).
- Committee members provide feedback to faculty leader who makes final decision on program administrator for the upcoming program.
- Faculty who are interested in creating a new study abroad program will be given preference whenever possible.
- Faculty leaders may only take the same program administrator 3 out of every 5 years.

Faculty leaders are asked not to make any promises to anyone regarding their selection.

Proposing the Course: Description, Syllabus & Class Requirements

A fillable Word document entitled BUS Short-Term Proposal document is available on the study abroad office website (studyabroad.depaul.edu) for download. When completing this document a breadth of information is required. The next section provides additional detail for faculty to aid in the development of a successful application.

Topic

Location and course topic are likely the two most important features of any program. The topic reflects the business nature of the course, and the ultimate theme the class will explore. Faculty are therefore asked to provide a detailed perspective on the course topic including justification of its importance to business, and relationship to the faculty's own interests.

Location

Faculty are asked to identify the city/country for the proposed course/trip. Multiple cities

and countries are encouraged, keeping in mind the logistics of moving a group from one place to the next. Justification should be provided as to why the location(s) is appropriate for the topic of study and how the location itself contributes to the overall course experience. Indicate any restrictions or other special factors you would like the committee to consider.

Session

Students register for a standard 4-credit course during any of the three quarters. The travel portion happens after the completion of the quarter. Faculty should consider the pros/cons of weather, high vs. low season travel, availability of visits, etc. when deciding on when to run their course. For example, if proposing a spring break program please keep in mind that students will have finals during the week preceding the trip. As many faculty choose to leave during finals week, it is their responsibility to make students aware of the possible conflict at the time of acceptance. Faculty leading trips must then work with students and other faculty to secure alternative arrangements for finals when necessary. Trips over 10 days are discouraged over spring break (those leaving before Thursday of finals week). December and summer trips have the luxury of additional length of time, however cold/snow or hot/rainy temperatures complicate travel to some areas. Faculty are asked to provide the quarter they view as most desirable for their trip.

Faculty/Program Alignment

Faculty leaders are asked to describe how this program is a good fit for them. This could include things such as contacts and familiarity with a country, how the topic/location works with the faculty members' research and teaching interest, and even previous experiences with study abroad or other travel programs.

Faculty must also secure a letter in support of their proposal from their direct supervisor/chair.

Target Audience

Is there a defined target audience for this program such as specific majors or course level (undergraduate vs. graduate) that 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?

Special Features or Plans

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.) 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?

Suggested Itinerary

Faculty leaders are required to schedule a MINIMUM of 5 rigorous business visits and a handful of cultural outings during the in-country portion of the course. Successful long-running programs typically have upwards of 8-12 visits during a 10-14 day program. The number of viable visits is significantly impacted by issues such as logistics in country (e.g. transportation in some regions of the world are much more time-consuming), the length of the scheduled interaction (e.g. factory tours can easily last 3 hours, while in-person discussions may be as short as one hour), or other scheduling challenges based on travel and/or conditions. Programs with visits that appear too short or that lack a depth of engagement will be asked to include significantly more visits during their trip.

Suitable in-country visits can include business/organizational or factory tours with knowledgeable representatives speaking (i.e. not just the faculty member), in-person conference-style meetings with representatives of businesses and/or organizations, or other high-level rigorously topical engagements. University lectures, although encouraged, are typically not counted towards this 5-visit minimum if they could be similarly accomplished on campus at DePaul.

To aid the committee in understanding the goals of the program, faculty are asked to provide a suggested itinerary for the trip. Typical itineraries for short-term programs run 7-21 days and should be well thought out and researched both in terms of length, planned activities, and scheduling of both business and cultural visits. 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.

Please include a proposed day-by-day itinerary specifying cities to be visited and means of transportation between them. Describe activities arranged with companies, organizations, local experts, guest lecturers and other local residents as well as visits to museums and other sites of cultural 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 and build upon one another. The committee recognizes that this itinerary is a “best case” or “expected” version and is not necessarily the exact program, however it is necessary for the committee to be able to envision your vision of the course. Being too general on this portion of an application is the number one reason for revision/rejection of applications.

Note: Additional resources are available to faculty during the planning stages of program development. The Study Abroad Office has a list of DePaul approved vendors who can work with faculty to secure appropriate visits, design logistical strategies, and even help with identification of non-traditional or cultural opportunities. Faculty are encouraged to have a well-defined plan when meeting with vendors to identify possible opportunities.

Assessment: How does this course meet University, College and Departmental Objectives for Experiential Learning and Global Business Perspectives?

Short term study abroad programs provide undergraduate students in the business school the opportunity to complete up to 4 different types of requirements within their academic progress report. These can include (1) experiential learning (LAS), (2) Global Business Perspectives (Driehaus), (3) an International Business elective (Driehaus), and (4) another LAS elective. The requirements for each of these is explained below. Students should discuss these opportunities with their academic advisors.

Global Business Perspectives Credit (UNDERGRAD): The Goal of GBP is for DePaul students to understand global economies, institutions, business practices, and cultures and an awareness off differences across countries. Outcomes of Global Business Perspectives are:

- Discuss/explain the impact of culture on international business
- Describe international economies, institutions or business practices
- Compare and contrast differences in global perspectives (e.g., economies, institutions, business practices, cultures) across countries

Global Business Perspectives Credit (GRADUATE): DePaul students will be knowledgeable about the differences among global economies, institutions, and cultures and will understand the implications these have on global management. Outcomes at the graduate level include:

1. Identify the business risks as applied to the global environment (e.g., cultural, political, economic, asset/capital investment, legal dimensions)
2. Assess and/or develop an international business strategy
3. Compare and contrast differences in global perspectives (e.g., cultural, political, economic, asset/capital investment, legal dimensions) across countries
4. Discuss the impact global perspectives (e.g., cultural, political, economic, asset/capital investment, legal dimensions) have on global management
5. Identify the risks and rewards of international business

Experiential Learning Credit (Liberal Studies): All undergraduate study abroad courses approved through the DCB 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 guidelines for more information about meeting these requirements.

Other Liberal Studies Domains: 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 guidelines 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).

In addition to a discussion of the various learning domains and program objectives, the program director is asked to supply the committee with examples of assessments the students' will complete during the course – both in the 12-hours of class time and the abroad portion of the program.

Attach a Course Syllabus

Faculty must submit a “proposed syllabus” along with their formal application. This should include a proposed schedule of classes, proposed in-country meetings and their contributions to the course, and a list of proposed/planned cultural outings. The syllabus should also contain the usual information on learning objectives and outcomes, university policies, etc. The Study Abroad Office and/or the College International Committee can provide models of pre-departure course scheduling used by successful programs if needed.

Course Delivery Expectations

Students enroll in the course during the term preceding the travel time frame (i.e. Autumn Quarter registration for December trips, Winter Quarter registration for spring trips, etc). The college requires **12 contact hours** prior to departure with the remainder of contact hours taking place during travel. Pre-trip course meetings must be scheduled prior to the application deadline for students so they can determine how the course will work into their course schedule. Although in-person classes are the most desirable, up to 25% (3 hours) of the course may be conducted fully online. In addition, courses may be offered at off-times such as weekends or evenings, with the goal to work around the typical course schedule at DePaul. As this pre-trip coursework is mandatory for students, faculty are expected to work with the Study Abroad Office on the timing of each class.

Course Cancellation Possibilities

The International Committee reviews programs for budget and student numbers. Trips are expected to be budget positive (projected to run in the black). Faculty leaders will work with the study abroad office on budget development and tracking to help ensure this item is successfully met. Trips are expected to accept somewhere between 16-22 students to maximize the number of overall students participating and to offer a financial buffer that ensures programs can run once approved. Therefore, faculty should plan to take between 16-22 students when available.

V. Criteria to be used in Reviewing Proposals

The Driehaus College of Business International Committee uses a variety of different criteria to evaluate proposed courses. Proposals are evaluated by considering the 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 Short Term Study Abroad Program line-up for any particular cycle.

- Diversity of sites/geographic locations: In the context of all Study Abroad Program 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 numerous 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 Driehaus College of Business 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 Program offerings, does the proposed program offer a different topical focus?
- 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?

VI. Post-Trip Reporting: Final Report Requirements

Upon completion of a trip, a final report for the course must be completed and submitted via email to the International Committee for review by the deadline. The report, in addition to other items collected by the college and the study abroad office, are used to make a decision whether or not to renew the program for another year. Recommendations on renewals are then forwarded to the Dean for a final decision. Reports are typically due 30 days after a program returns. **Failure to submit a final report may result in the cancellation of future seminars.**

Written Report

The program leader is expected to submit a written summary of their program following the criteria below. The report may also include additional information the faculty leader feels is of relevance, but is limited to 10 pages.

- I. A copy of the final trip schedule (spreadsheets are acceptable) and the final syllabus.
- II. A summary of each in-country business and/or organizational meeting. Please include descriptions for each visit including type of visit, theme, learning outcomes met, etc.

- III. Discuss all in-country cultural activities and how they enhanced the cultural awareness of the participants. Please include a description of each cultural visit and how it supported the overall program theme.
- IV. Assessment of learning. Please provide descriptions of major assignments including papers, journals, presentations, etc.
- V. Challenges, obstacles or issues that occurred on the program.
- VI. Suggestions for future seminars? What do you propose changing or adding for the next iteration given the chance to run the course again?

The study abroad office (SAO) provides the committee with additional background information for review to include enrollment numbers, input on problems with planning or organization, student evaluations from Study Abroad survey, trip fee descriptions and final budget reconciliations.

VII. Review and Renewal of Programs

All programs are reviewed at the first meeting of the International Committee that occurs after a program's completion (typically within one month). During each review, the International Committee determines whether a program (1) is renewed for another year, (2) is asked to complete revisions/changes during the next program iteration, or (3) is cancelled, and makes a recommendation to the Dean of the College.

Typical reasons for cancellation include (but are not limited to) violation of any of the following issues:

- The program focus, course design or itinerary is substantially changed from what was initially accepted (the addition/deletion of multiple locations, shifting EL activities, shift in disciplinary content, etc.).
- The faculty director did not correctly assume the planning and leadership role as previously presented in this document.
- The faculty director removed themselves from the program for a protracted period of time, leaving the second administrator in charge of students.
- The faculty director 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 (i.e. revisions requested were not fulfilled).
- The conditions at the destination have changed as to put the students, faculty or program at risk.

Appeal Process:

Faculty who disagree with decisions made by the committee and the Dean of the

Driehaus College of Business decision may appeal. A formal letter detailing reasons for the appeal should be submitted to the Associate Dean of International Programs in the Driehaus College of Business.