



NEW PROPOSAL
RENEWED PROPOSAL

Faculty Leader(s) Submitting Proposal

Submission Date:

Program Dates: Country(s):

Program Review and Approval Process:

All new proposals must include evidence of approval by the relevant department, program, or school. Such evidence may include an indication of approval from the Department Chair (if applicable), a copy of department/program/school meeting minutes where the proposal was approved, or a signature page indicating approval from the faculty within the proposer's program. Proposals will then be reviewed and approved by the Dean, the Spiegel Center, Vice Provost, and Finance.

All renewed faculty-led program abroad proposals will be reviewed and approved by the Dean, the Spiegel Center, the Vice Provost, and Finance.

All proposals will be review by SCGIP & the Office of the General Council, for attention to issues of safety, security and risk management. Proposals in countries or in locations with a U.S. State Department travel advisory of a 3 are subject to additional oversight and require additional steps in the approval process. Proposals to countries with a level 4 travel advisory will not be considered. Please reference our travel policy (currently under revision).

It is imperative that faculty update SCGIP of any changes to this initial proposal, as these could impact the program's academics, budget, faculty/student ratio, length of the program, and/or health, safety and security of the students. SCGIP and/or other campus offices/deans may need to approve of significant changes to a program's itinerary.

Faculty are encouraged to carefully read and review the Faculty-led Program Proposal Guidelines which contains information and examples that will be helpful in completing the program proposal.

- 1. Department/s (if new proposal) Date
2. College/School Dean/s Date
3. Associate Provost/Provost Date
4. The Spiegel Center (SCGIP) Date
5. Office of Finance Date

Statement Acknowledging the Faculty Handbook

I have read, understand and agree to abide by the guidelines, policies and procedures in the Faculty Handbook.

Faculty #1 Date Faculty #2 Date

**FACULTY PROVIDING THE ACADEMIC PROGRAM**

**Program Director (s):**

Name(s): \_\_\_\_\_

Extension: \_\_\_\_\_ Home Phone: \_\_\_\_\_

EMAIL & CELL PHONE WHILE ABROAD: \_\_\_\_\_

**RWU Faculty Co-leader:**

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Full time: \_\_\_\_\_ Adjunct: \_\_\_\_\_

EMAIL & CELL PHONE WHILE ABROAD: \_\_\_\_\_

**RWU Faculty Co-leader:**

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Full time: \_\_\_\_\_ Adjunct: \_\_\_\_\_

EMAIL & CELL PHONE WHILE ABROAD: \_\_\_\_\_

**NON - RWU Faculty who will teach or provide academic services in the program:**

*(Attach current vitae and letters of recommendation)*

Name: \_\_\_\_\_

Vitae Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_ References Attached: Yes: \_\_\_\_\_ No: \_\_\_\_\_

## THE ACADEMIC PROGRAM

1. **Program Name/Topic (suggested):** \_\_\_\_\_  
*(SCGIP recommends coming up with a program name that will help describe and market your program and distinguish it from other programs that may be in the same location/country)*

This program proposed to be offered:

Yearly: \_\_\_\_\_ Every 2 years: \_\_\_\_\_

2. **Number of credits:** \_\_\_\_\_

Course(s) to be offered: number(s), title(s) and credits:

<u>#</u> <u>Course Number</u>	<u>Course</u> <u>Title</u>	<u>Credits</u>
1.		
2.		
3.		
4.		

**NOTE: Any cross-listings or substitutions must be included above. Any changes/additions will be approved by the appropriate Dean(s). Courses designated as CORE must be approved by the Associate Dean of General Education each time offered.**

### 3. Outreach/ Marketing

#### A. Content for the Website

Each RWU faculty-led study abroad program will have its own brochure page on our study abroad website <https://rwuabroad.rwu.edu/>. If this is a new proposal, please view examples of past short-term faculty led programs and fill out the information below for your proposed program. If you are repeating a program, please view the information already displayed on your brochure page and include any edits/additions in the section below. You may also send any video, pictures, quotes and links to SCGIP to be included on your brochure page.

**Banner photo/bottom photo and at least 4 other photos – Attach and send with proposal**

**Program Description** – (What is the program? What will students be doing and why? What will they get out of the program, personally and academically?)

Program Capacity  
Required Credits

**Eligibility**

Open to?  
Prerequisites?  
Required GPA or class standing? Number of credits or specific CORE courses completed?

**Academic Details**

Courses Offered (description)

**Housing**

**Program Dates**

**Financial Details**

Program Fee:  
Includes...  
Does Not include...

**B. Printable Brochure**

Each RWU faculty-led study abroad program will have a printable brochure on our website that follows the same format as all RWU study abroad programs for outreach/marketing purposes. SCGIP will populate the printable brochure using the content provided above. If you have or would like to create additional program flyers/handouts, please send these to [scgip@rwu.edu](mailto:scgip@rwu.edu) and we can include a link to these of the program brochure page.

**4. Essay Question(s) or Article(s)**

You can view a list of the general study abroad questions on the [study abroad application](#). Please include any additional essay question(s) or article(s) below.

**5. Syllabi**

Attach syllabi for each course students are expected to take as part of the program. If these are courses taught at the university, the syllabi should be adjusted for the abroad program. Each syllabi is expected to adhere to the Provost's guidelines for syllabi, including the following sections:

**A. Basic Information:**

- Course Code and Title
- Course Type (lecture, studio, lab) and credit hours
- Semester/Year
- Course description (catalog description minimum, plus additional elaboration for abroad course)
- Prerequisites for course

- Requirements of course: Papers, exams, attendance, discussion, participation, reviews, etc.
- Evaluation criteria/grading method
- Policies on missed and late exams and assignments.

**B. Course Learning Objectives/Outcomes/Goals/Competencies**

A clear indication of what the students will learn from the course should be stated. This can take the form of learning objectives, outcomes, or other similar concepts.

**C. Schedule of Class Meetings**

An example day-by-day schedule for an abroad course is included in the following section.

**D. Information on Readings and Course Materials**

- Books, articles and readers with complete citations (author/editor, title, date, edition publisher, journal, ISBN, etc.): <http://rwu.libguides.com/citingsources>
- Other required course material:
  - Any required materials such as laptops, software, special calculators, cleaning supplies, safety equipment or clothes, art supplies, photography supplies, paper, etc.;
  - Where to find and purchase them (abroad or pre-departure), approximate costs, when they will be needed.

**E. Policies on tardiness, class participation, and classroom decorum**

**F. Policies and procedures on lab safety and health, if applicable**

**G. Policy on academic integrity;**

- <http://rwu.edu/academics/academic-affairs/academic-standards>
- If you are requiring students to cite material from outside sources, please include the style guide, including edition, you expect students to follow (e.g. MLA 6th edition; Chicago Manual of Style; APA 7th edition). If the style guide is not a required text in the course, please consider providing links to the relevant guide. Many of these links are available on the library website: <http://rwu.libguides.com/citingsources>

**6. Day-by-Day Schedule**

Include an overall day by day *preliminary* schedule that identifies the following aspects of the overall program. If you are offering more than one course, you can identify the course name in the schedule. This schedule gives you an opportunity to collapse two courses if offering two during your abroad program:

- Date
- Event – course name
- Place (including hotel)
- Meeting Times
- Identification of teaching hours and student engagement hours

You can include this information in a table. See example below. An example of a day-by-day schedule with engagement hours can be found in the [Program Guidelines](#).

Date	Event	Place	Meeting Times	Teaching or Student Engagement hours
19 May Tuesday	<i>Student Flight to Paris</i>	<i>Boston or NY Airports</i>	3 hours before flight	None
20 May Wednesday	<i>Morning: Airport Arrival</i>	Professors settle students into accommodations	7:05 am	None

	Afternoon: <i>Name of Course and Course Activity or Event</i>	<i>Paris- Arrondissement 1 and the Louvre</i>	2-8pm	4 teaching hours 2 student engagement (homework) hours

**NOTE: SCGIP will transfer your program locations to our study abroad software which can be used for safety/risk management purposes and send out an emergency message to the group based on the group's location in the event of an emergency abroad. Therefore, it is imperative that faculty inform SCGIP if there is any change in a program's location, including any excursions and overnights.**

### **PROGRAM ORGANIZATION DETAILS**

**7. Housing (& board if applicable) \*MUST BE SURE AREA OF LODGING FOR ALL STUDENTS HAVE PROPER SECURITY REQUIREMENTS, SUCH AS LOCKED DOORS**

**Faculty Housing:** \_\_\_\_\_  
**Address/es:** \_\_\_\_\_  
**Dates of Stay:** \_\_\_\_\_  
**Phone Number(s):** \_\_\_\_\_  
**Description:** \_\_\_\_\_

**Student Housing:** \_\_\_\_\_  
**Address/es:** \_\_\_\_\_  
**Dates of Stay:** \_\_\_\_\_  
**Phone Number(s):** \_\_\_\_\_  
**Description:** \_\_\_\_\_

**8. Hospital/Emergency Medical Facilities**

In case of an emergency, SCGIP would like to know where there is a local hospital or emergency facility for each location on the program. Please list these below.

**Hospital/Location** \_\_\_\_\_

Hospital/Location	
Hospital/Location	
Hospital/Location	
Hospital/Location	

**9. Emergency Meeting Point(s)**

In case of an emergency abroad, SCGIP would like to know where the group will meet. Considering your program itinerary, list emergency meeting points #1 and #2 for each program location. If you make updates to these, please inform SCGIP before you depart.

Location	EMP #1	EMP #2
Location	EMP #1	EMP #2
Location	EMP #1	EMP #2
Location	EMP #1	EMP #2
Location	EMP #1	EMP #2

**10. Non-University Parties**

**Non-University parties: Contract(s)**

Please list any non-university parties (liaisons, agents, vendors, etc.) affiliated with the planning and delivery of this program. **This section is mandatory if you have a contract for services such as working with a third-party/local provider, renting apartments, rental of classroom space, equipment, driver services, etc.** Examples of a signed contracts can be found in the [Proposal Guidelines](#), which includes what is provided, when, duration, cost, total, timeline for deposits to be paid, bank/wire information, signature from owner/vendor and cancellation policy.

**NOTE: Please include your contract(s) with your proposal.** OGC and Finance will review and sign the contract once the program is approved by the Dean(s) and the Vice Provost. The university will not approve any payments to non-University parties without a signed contract.

<b><u>Company Name:</u></b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>PHONE/EMAIL:</b>	

<b><u>Company Name:</u></b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>PHONE/EMAIL:</b>	

**Non-University parties: Non-RWU Persons**

Any non-university persons who will have *extended* direct contact with students in the program, including spouses, guides, guest speakers, lecturers etc. **MUST** be disclosed for safety and risk management purposes per the Office of General Counsel. **Full disclosure is required at the proposal stage** explaining the degree of their involvement with the program and the extent of the contact they will have with the students. Depending upon the level of contact with the students, these person(s) may be subject to a background check, volunteer questionnaire form, and hold harmless agreement as required by the university.

**NOTE: If full disclosure is not made at the time of the proposal, your request to accommodate an individual may not be approved.**

### **Conflict of Interest Form**

Any conflict of interest a faculty or immediate family member has concerning the program **MUST** be disclosed to the university. A conflict of interest consists of a faculty or any immediate family member of faculty who may have a consulting relationship or position with, or a financial interest concerning the items listed in the conflict of interest form

**[https://www.rwu.edu/sites/default/files/conflict\\_of\\_interest.pdf](https://www.rwu.edu/sites/default/files/conflict_of_interest.pdf)**. This may include and is not limited to:

- A sponsor of your research?
- A business that your work at RWU could either advance, evaluate or further develop;
- Any other business in which there could be an appearance of a conflict of interest or which could reasonably appear to be affected by your research interests or educational activities?
- Do you or any member of your immediate family have outside (non-RWU) professional or income producing activities involving either RWU students or staff?
- Do you or any member of your immediate family have a relationship or hold a position or appointment with, or financial interest in, any entity that-the the best of your knowledge- does business, or is seeking to do business, with RWU
- Is there any other potential, apparent or real financial conflict that could result in a personal financial benefit to you or any member of your immediate family, as related to any personal influence you have in RWU operations, academic or business decisions?
- Do you or any member of your immediate family have any other potential, apparent or real non-financial conflict, including relationships, commitments or participation in activities, including uncompensated activities, that may compromise your decisions or judgment in carrying out your RWU responsibilities?

**NOTE: Faculty are required to disclose any conflict of interest by filling out the Conflict of Interest form and including it in the program proposal: [https://www.rwu.edu/sites/default/files/conflict\\_of\\_interest.pdf](https://www.rwu.edu/sites/default/files/conflict_of_interest.pdf)**

## **PROGRAM BUDGET**

### **11. Budget Template**

The current excel budget template can be found at <https://rwuabroad.rwu.edu> under Resources for Faculty. Please carefully review the section on the Budget Template in the [Proposal Guidelines](#) document for helpful information additional guidance for filling out the budget sheet.

*Prior to submission* please discuss and review your initial budget proposal with Alyssa Poey, Assistant Director of Study Abroad, at the Spiegel Center.

### **12. Budget Explanations**



To facilitate the RWU finance office's approval of your program budget, you must also provide a budget explanation document. To complete this document, use all the broad categories listed in the excel budget and justify the expenditure. Please see the [Proposal Guidelines](#) for an example of a budget explanation document.

As part of the Spiegel Center's commitment to fully support the university's affordable excellence mandate and its effort to ensure program quality and value for participating RWU students, all proposals and budgets for short-term faculty-led programs are reviewed using the Affordable Excellence check list. Faculty may use this as a helpful guide when putting together their program proposal and budget.

## **Proposal Checklist**

Please review and send the following items to be included in your program proposal below to Rebecca Denson [rdenson@rwu.edu](mailto:rdenson@rwu.edu) by the stated deadline:

- Completed Faculty-led Program Abroad Proposal Form
- Banner photo/photos for program page on study abroad website (high resolution only)
- Any additional flyers, links, and information for SCGIP to include on your program page.
- Course Syllabus for each course offered
- Day-by-day Schedule of the program including engagement hours
- Contract (for third party provider/company or individual)
- Conflict of Interest Form (if applicable)
- Budget (using template)
- Budget Explanations document