

# MAYMESTER SHORT-TERM FACULTY-LED PROGRAM CONCEPT PROPOSAL FORM

## IMPORTANT INFORMATION & INSTRUCTIONS

Thank you for your interest in designing and implementing a Norwich University short-term, faculty-led education abroad program for the MAYMESTER Global Classroom Series.

The MAYMESTER Global Classroom Series is a cluster of academic course offerings that are facilitated through the International Center, in coordination with academic units, and designed as short-term, education abroad programs. Key features include the following:

- ✓ The courses are taught outside of the United States and take place during the first three weeks of Summer Session, which includes the Summer Special Session and one week of Summer Session.
- ✓ Each course will feature Norwich faculty teaching Norwich students for Norwich credit, meaning that students earn grades that will be included in their grade point average. Norwich students will also receive a reduced summer tuition rate. For 2017, it will be \$350.00 per credit hour.
- ✓ Students will take one course for three weeks for three credits.
- ✓ The courses offered during Maymester may be “Special Topics” courses or existing courses that intentionally incorporate and take full advantage of the location abroad (e.g., “The Chemistry of Foods in Spain”).
- ✓ The courses can meet General Education or major-specific requirements, with the series ideally including a mix.

Faculty teaching courses as part of the Maymester Global Classroom Series will be paid in a manner consistent with the scale and process for a normal Summer Session course, and will also have all of their travel, accommodation, and other program-related expenses covered.

The International Center (IC), under the leadership of the Assistant Vice President for International Education (AVPIE), is responsible for coordinating and facilitating all faculty-led education abroad programs at Norwich University. Faculty members wishing to design a faculty-led program should be aware that the design and implementation process can take up to 18 months from start to finish - i.e., from program proposal to program departure.

A sample outline of the timeline for Maymester 2018 is provided below.

- ✓ Attend Information Session (November 2016 – January 2017)
- ✓ Program proposal development (February 2017 –March 2017)
- ✓ **Program proposals due (March 3, 2017)**
- ✓ **Program selection (April 7, 2017)**
- ✓ Program development , including potential site visits (May 2017 –August 2017 )
- ✓ Student recruiting (September 2017-January 2018)
- ✓ **Process applications and admit students (September 2017-January 2018)**
- ✓ Travel arrangements and bill payment (January-March 2018)
- ✓ Student registration and pre-departure orientation (April 2018)
- ✓ **Program travel (May-June 2018)**
- ✓ Expense reconciliation, evaluations, and program review/debrief (June-July 2018)

FOR PROGRAM CONSIDERATION, PLEASE COMPLETE THE FOLLOWING:

PROPOSED TERM

- May 2018
- May 2019
- May 2020

FACULTY INFORMATION

Faculty Name

Faculty Email

Faculty Phone Number

College

School/Department

## PROGRAM INFORMATION

Proposed Program Name<sup>i</sup>

Program Location(s)<sup>ii</sup>

Describe the Faculty Director's/Sponsor's knowledge of the host country and culture, and the relevance of your academic discipline in that country.

Describe the program location and specific site of activity and how it will be used to complement the course content and learning outcomes.

Program Description<sup>iii</sup>:

Program Learning Objectives/Outcomes:

Program Logistics<sup>iv</sup>

[Empty rectangular box for program logistics details]

## PROGRAM SAFETY & RISK MANAGEMENT

Do you believe the program site raises any additional security risks?

- Yes
- No

Please explain. And, if "yes," please comment on what precautions you will take to mitigate risk.

Do you believe the program site raises any additional health risks?

- Yes
- No

If "yes," please comment on what precautions you will take to mitigate risk.

In the event of a medical emergency (on-site, off-site, or during trips/excursions), how accessible is an adequate hospital, clinic, or medical professional? Please describe

Are there any local laws or regulations that you are aware of that govern our activity in the proposed location that require special review, research, or consideration (e.g., tax issues, licensing issues, etc.)? Please explain.

## PARTICIPANT PROFILE & PROJECTED ENROLLMENT

Please provide a general profile of the expected program participants (i.e., What type of student do you believe this program will most appeal to and what type of student do you believe will be most successful on this program?)

From which Norwich Colleges/Schools/Departments/programs do you anticipate recruiting students?

What cumulative GPA will be required for this program?<sup>v</sup>

Will students be required to be in a specific major(s)?

- Yes
- No

If "yes," please list which major(s).

Is there a language pre-requisite for any of the courses?

- Yes
- No

If "yes," please provide details.

What is the target group student group size for this program?<sup>vi</sup>

**PROGRAM PROMOTION**

Please describe the marketing and communications plan for program promotion and recruitment of student participants. Include deliverables, timelines/schedules, responsible party, etc.

**COLLEGE/SCHOOL/DEPARTMENT/PROGRAM APPROVAL**

Department Chair / Program Director

NAME

EMAIL

PHONE NUMBER

Academic Dean

NAME

EMAIL

PHONE NUMBER

Submission of this proposal indicates that the faculty director and sponsor has received approval to lead a Maymester course through the normal academic channels.

## ADDITIONAL INFORMATION

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<sup>i</sup> The program name may be different from the official course name/title (the official course name/title in Banner is limited to 30 characters, including spaces). Descriptive, catchy titles are best for marketing and promoting your course. Some examples include: "Food Fight: Constructing and Communicating Regional Identity" (a program

examining how food is used to construct cultural identity in Spain and its regions), "Architecture in Other Cultures" (a program exploring Thailand's significant cultural and architectural history), "Along the Yangtze: Globalization, Environment, and Sustainability" (a program that provides students with a first-hand look at China's transformation by following an environmental transect along the Yangtze River), etc.

<sup>ii</sup> The Faculty Director/Sponsor should have significant knowledge and background regarding the location prior to the program start date and should demonstrate expertise about the academic content, location, and the significance of the course content at the location.

<sup>iii</sup> This should not solely be a technical description, but should provide a narrative overview that can be used to develop a 100-150 word program description for marketing materials like brochures and Websites. The description should include information about the course content, the unique connection between the course(s) and the location(s), and what students will learn by participating in the program.

<sup>iv</sup> The International Center will assist with program logistics, so you do not have to know every detail in order to submit this proposal. However, providing as much information as possible will help ensure your proposal receives full consideration. Please Describe how the participants will travel to and from the program. Specify who will make the travel arrangements. Include ground transportation once in-country. Describe where participants will be lodged (e.g., university dormitories/residence halls, hotels, etc.) and the location of these accommodations with respect to the program site. Include specific housing details, if possible. Describe the program facilities that will be used (e.g., classrooms, lecture halls, labs, etc.). What relevant academic, professional, and/or cultural site visits, tours, or excursions are you planning?

NOTE: Excursions are complementary learning activities that use local resources to enhance the course and program content. They may include, but are not limited to, company visits, museum visits, participation in local ceremonies, attendance at arts or cultural performances, etc. Program

excursions and related activities should pertain DIRECTLY to course content, research, and/or other fieldwork, and/or to an understanding of local history and culture. While programs can include fun things like tourist site visits or recreational activities, these types of activities should

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be done on students' free time and at their own expense, and should not be included in the program budget or faculty expenses. Carefully weigh how each planned activity impacts student learning and program objectives. Students need time to think, reflect, analyze, and explore the course, their new surroundings, and people.

<sup>v</sup> The general university policy requires a 2.5 cumulative GPA. You may require a higher GPA, but not a lower GPA.

<sup>vi</sup> This information may not be known at this time. A budget for your program must be developed that clearly indicates the minimum number of students that must participate in order for the program to run.

Minimum NOTE: For any program, a minimum number of students will be required in order for a program to run. The minimum number is generally determined based on budgetary factors, but may also include factors, such as the location, accommodations, the number of faculty, and other academic and/or pedagogical reasons. In all cases, no program will be allowed to run unless it is financially feasible. Keep in mind, however, that, notwithstanding budgetary factors, the higher you set the minimum group size, the more challenging it may be to fill the course. The International Center will make a final determination based on final program and budget review.

Maximum NOTE: Limitations may be placed on the maximum number of students participating in a program due to many factors, such as the location, accommodations, the number of faculty, and other academic and/or pedagogical reasons. Keep in mind, however, that the lower you set the maximum group size, the costlier you will generally make the program for the students, potentially rendering the program not viable from a budgetary standpoint because students will be unable to afford the program. The International Center will make a final determination based on final program and budget review.