



Office of
International
Programs and
Services

Purchase College Short-Term Faculty-Led Study Abroad Course Proposal

Thank you for your interest in developing a new faculty-led program! Designing and leading a Purchase course abroad can be an exciting experience, full of opportunity for both you and your students! As you can imagine, initial development of these programs requires a great deal of time and attention. The Office of International Programs and Services (OIPS) looks forward to working closely with you to ensure the success of your study abroad course.

Purchase College is looking to offer 2-3 new faculty led programs for the 2017 Summer Term. In accordance with SUNY System Policies, all new short-term faculty-led study abroad courses must be approved and supported by the Office of International Programs and Services (OIPS). Please find below in this document faculty expectations & time line, proposal requirements, approval forms, an abbreviated sample itinerary, and an abbreviated sample budget.

Program decisions are based on a number of factors including:

- Fully developed and detailed itinerary & cost sheet
- Prior faculty experience in proposed country
- Program affordability & marketability
- Program sustainability

Additionally preference is given to tenured faculty members and faculty members with prior experience teaching abroad. Program compensation for faculty members who run a successful courses includes air transportation, single room accommodation, and other budgeted program costs (like required museum visits). Additionally, teaching compensation may be negotiated.

If you have any questions, please do not hesitate to reach out to the Director of OIPS, Suzanne Neary (suzanne.neary@purchase.edu or 914-251-6026).

FACULTY EXPECTATIONS & TIMELINE

- Proposal Deadline April 22, 2016
- Proposal Decision April 26, 2016
- Initial Meeting April 26 – May 6, 2016
 - Initial Meeting with the Office of International Programs and Services to review program write-up for the study abroad website and brochure creation.
 - Additionally, review of program and marketing expectations. Faculty should bring a draft of their new course proposal forms at this time (<http://www.purchase.edu/facultyhandbook/responsibilities/curriculum.aspx>).
- Summer Work Late May & June
 - Remote Meeting with OIPS to review website, cost, and brochure material for final publication
 - Once courses are approved at Purchase, OIPS will submit course approval to the SUNY System (this typically can take a month to review). All overseas courses must be approved by Purchase and SUNY System Administration prior to final marketing publication.
 - OIPS will update the website & publish brochures in July if all criteria are met. Programs that have not received approval before the start of the Fall semester will be cancelled or postponed to Summer 2018
- Fall Study Abroad Fair Thursday September 22, 2016 4:00-7:00PM
- International Education Week November 14-18, 2016
 - Presentation or Panel Presentation on Program
- Fall Semester
 - 2 Info sessions, typically September & October held at the lunch hour and at night
 - Classroom Presentations – Faculty, with the assistance of OIPS staff can make short 10-15 minute presentations in relevant classes
 - Promotion of Program within a faculty's own network; typically having brochures available and giving short reminders about study abroad opportunities within classes, labs, workshops, etc.
- Spring Study Abroad Fair Tentative Thursday February 2, 2017 4:00-5:00PM
- Spring Semester
 - May be asked to follow up with potential students when they have questions
- Review of Applications Rolling basis, with final review due February 16, 2017

PROPOSAL REQUIREMENTS

Proposal Deadline: April 22, 2016

Section I Primary Faculty Information

Please Provide:

- First/Given Name
- Last/Family Name
- Current Title at Purchase
- Purchase Email
- Best telephone number to reach you

Section II Course Information

Please Provide:

- Proposed Course Title
- Sponsoring Department(s)
- Program Location(s)
- What graduation requirements is this proposed course designed to meet (general education requirement, major/minor requirement, etc.)
- Proposed Study Abroad Course Dates (i.e. July 7 – Aug 3, 2016)
- Describe your knowledge of the host country
- Please list this proposed course's learning objectives. It is important that there is a connection as to why this course should be taught overseas.
- Course Information: please describe the course in general terms and in a way that is conducive to a student getting a general understanding of the study abroad opportunity. It is this one or two paragraph description that will be a starting point for any marketing brochure/website that may be produced to help recruit for this course
- Please list all individuals who will provide instruction (perhaps experts overseas) and briefly comment on their expertise to provide such instruction.

Section II Program Logistics

- How will participants travel to and from the program?
- Where will participants be lodged?
- Describe the program facilities that will be used (e.g. classrooms, lecture halls, labs, etc.)
- Please describe any institutions/agencies/organization with which the program may be affiliated.
- Describe, if any, student equipment that will be required (e.g. camera, personal laptop, etc.)
- What relevant academic, professional, and/or cultural sites visit, tours, or excursions are you planning? Please briefly describe how each is related to coursework.

Section III Program Safety and Risk Management

- From your own knowledge and after viewing the U.S. Department of States Travel Information Page (<https://travel.state.gov/content/passports/en/country.html>), do you believe the program site raises any additional **security** risks? Y/N
 - If yes, please explain
- Do you believe the program site raises any additional **health** risks?
 - If yes, please explain
- In the event of a medical emergency (on-site, off-site, or during trips/excursions), how accessible is an adequate hospital, clinic, or medical professionals?
- Are there any local laws or regulations that you are aware of that govern activity in the proposed location that require special review, research, or consideration (e.g. tax issues, licensing issues, etc.)? Please explain

Section IV Participant Profile & Projected Enrollment

- Please provide a general profile (2-3 sentences) of the expected program participant
- From which Purchase Schools/Departments/Programs do you anticipate recruiting students?
- A GPA of 2.5 and successful completion of at least one academic year of college is required for study abroad programs. Will this program require a higher GPA, pre-requisite courses, certain class standing (i.e. 'junior'), or other requirements? If so, why?
- Is there a language requirement for this course?
- Faculty estimate of the minimum number of students required
- Faculty estimate of the maximum number of students required
- OPTIONAL: Proposed Student Application Deadline. Typical application deadlines for Summer Study programs are Feb 15. If you would like a different deadline for your program, please indicate the date and reason here.

Section V Please Attach:

- Faculty Coordinator Approval (Board of Study/Director/School Chair) – See attached form below
- OPTIONAL: Letter of Support from Faculty Coordinator regarding the Board of Study Support for future programs (same/similar program) with same or rotating faculty. Preference is given to programs deemed sustainable; not only 'owned' by a particular faculty, but 'owned' or 'co-owned' by the board of study committed to run every other year.
- Draft Course Syllabus including instruction material (if any) required. The syllabus should meet normal departmental requirements including assessment and outcomes.
- Draft Program Itinerary. This should be a comprehensive list of all cities/countries to be visited with dates, even if they are tentative. Please include every day of the program, including departure and return dates. Please also indicate a clear break down of planned contact hours for (all) faculty instruction; see sample below
- Draft Program Cost Sheet; see sample below

SAMPLE ITINERARY

Monday, June 6 London, England.

- o Early morning: Group has breakfast at hotel. Discussion of the history of the Tower of London immediately following breakfast (1 contact hour).
- o Mid-morning: Group travels by Metro to the Tower of London for a tour (1.5 contact hours).
- o Noon: Group goes together for lunch
- o Afternoon: Group returns via Metro to the hotel, meets for a lecture on the history and significance of 13th century London (2 contact hours)
- o Late afternoon: Students have free time, during which they can explore the city with a partner.
- o Evening: Group meets for dinner together; review of assignments (.5 contact hours).
- o Late evening: Students are free to explore the neighborhood with a partner.

SAMPLE PROGRAM BUDGET

Faculty are expected to investigate general costs related to program expenses such as lodging, transportation, excursions, museum entrances, etc. Often times, developing a sample itinerary first assists faculty in mapping out expected expenses.

Final budgets are developed in partnership with the Office of International Programs and Services. The office evaluates student numbers, faculty compensation, and required fringe/overhead.

Item (hotel, transport)	Cost in Country Currency	Cost in Dollars (if known)	Notes
Hotel Charles	\$324 (54 British Pounds for 6 nights)	\$468	Group rate with more than 10 students; double occupancy rooms



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Name:

Department:

Proposed Course Title:

Before submitting your proposal to the Office of International Programs and Services, please obtain the following supporting signatures and include this page with your proposal material. Your proposal will be reviewed by the Director of International Programs and Services and if accepted, will be submitted to SUNY System's Office of Global Affairs for final approval.

Faculty Coordinator:

Please Print Name and Title and Sign and Date Below:

Chair or Director:

Please Print Name and Title and Sign and Date Below:

Dean:

Please Print Name and Title and Sign and Date Below: