

Faculty-led New International Program Proposal Template

Marquette faculty members are invited to plan and propose credit-bearing overseas academic courses. Interested faculty members are required to complete the following *Faculty-led International Program Proposal Template* and submit it for approval by the deadlines below.

- If you are seeking a course cross listing with another department, that department’s chair must also sign off on the proposal.
- Each (1) credit for the proposed courses requires a minimum of 42.5 hours (12.5 contact hours and 30 hours of additional coursework). A 3 credit course requires 127.5 hours.
- The application must be endorsed by the sponsoring department’s chair as well as by the college/school’s dean before final submission to OIE.

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| Application deadline for summer session programs: | November 1 |
| Application deadline for January session programs: | February 15 |
| Application deadline for spring break programs corresponding with a spring course: | April 1 |

- Applications will be reviewed and evaluated following a multi-step process. An initial review for risk, legal and financial implications will be conducted by the Office of International Education (OIE) and, if the staff deems it necessary, by Marquette University Offices of the General Counsel and Risk Management. OIE will then submit the proposal to the Registrar and Provost for final review and approval.
- Once the program is approved, minimum student enrollment must be achieved.
- Safety and health review is ongoing to the date of departure and continues in country. Marquette reserves the right to cancel a program at any time due to safety and health issues.

Faculty directors are compensated based upon respective college salary policy or guidelines.

Faculty Assistants: Upon enactment of a program, OIE administrators will discuss with the faculty director the need for additional faculty assistants to accompany the program. The normal ratio of faculty to students is 1-to-15; some programs may require more extensive assistance and on-site direction than others. Faculty assistants are expected to travel with and stay with the students throughout the course of the program. Faculty assistants are generally Marquette University employees or graduate students and are not compensated above the costs of travel, accommodations, food expenses and any necessary expenses related to program travel.

Contact Karli Webster, Manager of Education Abroad at 288-7289 or karlin.webster@marquette.edu with any questions related to your program proposal.

Applicant Information

Sponsoring Unit(s)/Department(s): _____

Faculty Director: _____

Faculty Assistant (if applicable): _____

Campus/Office Location: _____

Phone: _____ Email: _____

Program Description

Program name: _____

Program location(s): _____

Departure date: _____ Return date: _____

Timeframe (check one): Spring Break Summer January

Course(s) to be offered: _____

Total possible courses/credits per student: _____

Please check one: New course Existing course with new overseas section

If existing course, please list acronym and number: _____

Total possible courses/credits per student: _____

Course start date: _____ Course end date: _____

All required academic content, including travel, must be delivered within the chosen course dates, and all course dates must be within the appropriate term dates. Grades will be due the Tuesday following the chosen course end date.

Will the program be designed for: Undergraduate students only
 Graduate students only
 Undergraduate or Graduate students

Will the program be open to students from other universities? Yes No

If "No," please explain: _____

Will participation require completion of prerequisite courses? Yes No

If "Yes," please identify prerequisites: _____

Minimum number of participants/Maximum number of participants: _____

Signatures

The faculty director is responsible for obtaining the appropriate department chair signature and dean signature prior to submitting the proposal to OIE. Proposals require all six (6) signatures for final approval of the short-term program.

If a student or employee report they have been a victim of sexual harassment, discrimination or sexual misconduct, I understand that I have a duty to promptly report the relevant details to the Marquette University Police Department or Title IX Office. I understand that I am unable to promise confidentiality to the individual reporting the sexual harassment, discrimination or sexual misconduct.

1) Faculty Leader: _____ Date _____

2) Department Chair: _____ Date _____

Department Chair #2: _____ Date _____
(if course cross-listing is desired)

3) Dean: _____ Date _____

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4) Registrar: _____ Date _____

5) OIE Director: _____ Date _____

6) Provost/V.P.: _____ Date: _____

POST APPROVAL ROUTING:

- Office of Student Financial Aid
- Office of the Bursar
- Office of the General Counsel
- Office of Risk Management
- Office of Finance/Budget Office
- College Associate/Assistant Dean (and/or College study abroad contact)
- Office of the Provost
- Office of the Registrar

NARRATIVE:

Please attach the following four (4) items:

1. A detailed **SYLLABUS** describing the academic focus, assignments, any pre-requisites, etc. Each course proposal should contain specific course content and learning outcomes, including readings relevant to site visits to establish fulfillment of required hours per credit. Faculty should design the course as if it would need to pass through the curriculum approval process.
2. An **ITINERARY** describing class activities on each day of the program. These activities should correspond to and support the academic goals of the course.
3. An estimated **BUDGET** for the proposed program.
 - Please use the [budget template](#) provided by OIE. This will assist you in providing an estimated range, within \$500, of the per-student cost of the program; and an explanation of how the estimate was determined (i.e. calls to travel agents).
 - When estimating, consider: airfare and airport taxes, accommodations, ground travel, admission fees, guest lecturers, facilities charges, and any formal events.
 - The cost will vary based on number of students participating: be sure to indicate number of participants on whom the cost estimate was based.
4. A 2-3 page **DESCRIPTION** of the proposed program, addressing the following:

Academic issues:

- Who will teach each course offered within the program
- The program's content, level and disciplinary focus
- To which students (level, discipline) the program will be targeted
- Estimated enrollment minimum/maximum
- How the program relates to Marquette University's on-campus curriculum or how the program will help to strengthen curricular internationalization efforts
- How your individual disciplinary goals relate to the articulated learning outcomes for study abroad.
- Instructional delivery methods to be used: Classroom lectures? Tours? Site visits? Guest speakers? How each of these supports the academic focus of the program
- How students' performance will be evaluated
- The estimated total number of contact hours of instruction each student will receive
- Any pre-departure or post-return assignments students will be required to complete
- How applicants will be screened and selected for participation
- How learning outcomes will be assessed

Administrative and logistical issues:

- Exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions
- How travel arrangements will be made: proposed travel agency name and contact information
- Whether participants will need special visas, permits, or health examinations/shots prior to departure
- On-site resources that will be used, such as teaching facilities, guest lecturers, academic or cultural resources, housing/accommodations. Please note that OIE will

- be seeking additional information in relation to safety and liability coverage of on-site service providers in order to safeguard the faculty director and the university from potential liability in case of an accident.
- Cost-effectiveness: explanation of any special efforts that will be made to raise funds to defray program costs, travel agents' deals for multiple bookings, departmental coverage of faculty salary, etc. Applications that demonstrate effective strategies for limiting costs will receive extra consideration.
 - Faculty Salary: who will pay? Department? Dean? Program fees charged to students?
 - Accessibility: any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.
 - Known risks or dangers: information about road conditions (www.asirt.org), areas of disease, forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.), political or social instability. This information may be provided by printing and attaching current Consular Information Sheets for each target country from the State Department's website (http://travel.state.gov/travel_warnings.html)