



New Faculty-led Credit-Bearing International Program Proposal

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

- Each (1) credit for the proposed course(s) requires a minimum of 42.5 hours (12.5 contact hours and 30 hours of additional coursework). Ex: A 3-credit course requires 127.5 hours (37.5 contact hours and 90 hours of additional coursework).
- The faculty leader proposing the program is responsible for obtaining signatures of approval from the sponsoring department’s chair as well as by the college/school’s dean before final submission to OIE.
- If you are seeking a course cross listing with another department, that department’s chair must also sign off on the proposal.

Priority application deadline for summer stand-alone programs (course with fully completed proposals will be listed in initial release of schedule of classes)	October 1
Application deadline for summer stand-alone or January session (14 months in advance) programs	November 1
Application deadline for spring break programs	May 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 through the date of departure and continues during travel. 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: _____

Campus/Office Location: _____

Phone: _____ Email: _____

Faculty Assistant (if applicable): _____

Program Description

Program name: _____

Program location(s): _____

Date of Departure: _____ Date of return to U.S.: _____

Course session (check one): Spring Break Summer January

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.

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

If existing course, please list acronym and number: _____

Course(s) and number of credits to be offered: _____

*Summer, J-session and spring break stand-alone courses must use **x951** for course numbering.*

Full spring semester courses with an international travel component over spring break use regular course number. Students will also be enrolled in STIN 9180 (0cr) to indicate international component.

Total possible courses/credits per student: _____

Program designed for: Undergraduate students only (4000 level or below)
 Graduate students only (6000 or 7000 level)
 Undergraduate or Graduate students (4000 and 5000 level)

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

Will participation require completion of prerequisite courses? Yes No

If "Yes," please identify prerequisites: _____

All study abroad programs require applicants to have a minimum of a 2.50 GPA and be in good academic and disciplinary standing.

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: _____

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. Include:
 - a. Locations (cities, companies, sites of interest, etc.) to be visited, *including a map* highlighting the cities to be visited and transportation routes to be used between cities.
 - b. Accommodation details (name and contact information of hotels)
 - c. Type of transportation (not including airfare from/to the U.S.)
 - d. Daily overseas contact information (where you can be reached). This information will be used to assist you and/or contact you in the event of an emergency.
3. An estimated **BUDGET** for the proposed program.
 - Use the [budget template](#) provided by OIE, maintaining existing formulas. This will provide you with an estimate of the per-student cost of the program. When estimating, consider airfare and airport taxes, accommodations, ground travel, admission fees, facilities charges, and any formal events.
 - Include documentation of how the estimate was determined (i.e. quotes received from providers, price estimates found online).
 - The cost will vary based on number of students participating. Indicate the number of participants on whom the cost estimate was based in cell B6 of the spreadsheet.
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
- Reasoning for 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

(continued on next page)

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.
- 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: 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)