Center for Global Study and Engagement

Dickinson College

**SUMMER PROGRAM DEVELOPMENT**

Program Development (PRE-PROPOSAL)

1. DEFINITIONS, CONTACTS & TIMELINE
   1. **SUMMER**

Summer programs are 1 credit stand-alone courses that happen during the summer (typically 4 – 6 weeks) often hosted at current Dickinson Centers abroad.

[Past and Current Programs](http://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2217/summer_programs)

Contact: Katie DeGuzman, CGSE

Development Timeline: minimum of 3-4 semesters before (for new programs) and summer before for reoccurring or repeat programs

1. PROGRAM FEE INFORMATION
2. Program Fees are set in in advance of program marketing by the Center for Global Study and Engagement & Financial Operations.
3. All participants are expected to take the course for full credit, unless special permission is granted by both the program director and Center for Global Study and Engagement Fee includes the following:
   1. Room & Board while on excursion portion of the course
   2. Tuition
   3. In-country Excursions
   4. Required health & travel insurance
4. Fee DOES NOT include:
   1. INTERNATIONAL AIRFARE
   2. Any required visa(s)
   3. Travel to/from airport of departure
   4. Incidental expenses
5. BUDGET INFORMATION
   1. Each program must be self-sustaining.
   2. Before submitting a proposal faculty must meet with a staff member in Global Accounting to come up with a preliminary budget (see budget proposal form).
   3. If the program participation is not high enough and/or the program budget projects a deficit, the program may be canceled, unless special approval is granted.
   4. A minimum number of students may be required to make the program financially viable. A decision may be made, in consultation with the program director(s) and the CGSE to cancel the program if participation drops below the required minimum.
6. SALARY INFORMATION
7. Summer program $4600 + $1200 for coordination.
   1. Director(s) receive(s) a base salary of $4,600 for teaching the program course and can receive an additional $1200 if they also coordinate the program.
      1. Coordinating the program includes marketing, pre-departure logistics, program structure, on-site coordination, etc.
      2. Payment is made after returning from the program upon receipt of a program report and financial reconciliation.
   2. If more than one faculty member is teaching and coordinating the program, the salary will be split between the two faculty members.
   3. Final determination on the salary and a second faculty member assisting the program is made by the Center for Global Study and Engagement and the proposing faculty member.

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**SUMMER PROGRAM PROPOSAL**

PROPOSAL FORM:

PROPOSAL DEADLINE: September 1st, 2019

Section I. Proposal Review

* Any new courses as part of a summer program needs to be reviewed by APSC.
* All proposals go to the Global Education Advisory Committee for review.
* All proposals with existing courses get reported to APSC and the full faculty.

Section II. Academic

Program and Course Information:

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| Program Title: |
| Faculty leader(s) of program: |
| Faculty responsible for on-campus recruitment and coordination: |
| Faculty responsible for teaching course (On-site faculty vs. Dickinson faculty): |
| Faculty responsible for program & pre-departure coordination: |
| Program site(s): |
| Approximate duration (in weeks): |
| Approximate dates of program: |

Learning goals and program description and objectives:

State the program’s learning goals and how they will be realized (including how the location(s) contributes to the learning). For the program description please include: manner of instruction, level of contact hours, level of language immersion.

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Course Information:

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| List each course offered with correct departmental abbreviation, number, and course title. Please note that all courses are offered for a letter grade. (Example: SPAN 200: Málaga Summer Immersion)  *Submit a syllabus for each course with the application.* |
| Prerequisites (language requirement or other): |
| Is this program essential to departmental offerings? |
| Does it fulfill distribution requirements? |
| From which majors or departments do you expect to attract students? |
| Do you expect to recruit students from off-campus? Describe the sources you will approach. |

Section III. Onsite Logistics

On-site Logistics: Comment as fully as you are able.

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| Type of housing for students (ex: host family vs. university, etc.) (Please also include what meals are offered, if any.) |
| Housing of faculty (Please include what meals are offered, if any): |
| Site resources that will be used (Dickinson Center, university, other facilities): |
| Excursions and other group activities planned for the program (Include what accommodations and meals are included): |
| Group travel on-site, (train, bus, rented van, etc.) Plans for arranging this (what companies will you use, do you need to pre-order tickets, rent a van, etc.)?: |
| If the program will be renting a vehicle, who will be driving the vehicle? Please indicate if the program will hire additional drivers, or if the director will drive. (Please note that for the most part overseas rental companies ONLY provide vehicles with standard transmissions.) |
| Additional support staff that is needed (include any additional on-site professors): |
| If you expect to contract for educational or other program services with an independent agent, discuss those resources and the services to be covered. Attach pertinent documents, if available. |

Risk management:

Dickinson has partnered with International SOS a leading medical assistance, international healthcare and security assistance company. Our expectation is that you will work with them to answer the following questions below. Please go online to the [Dickinson Portal](https://www.internationalsos.com/masterPortal/default.aspx?akey=23B1BEE0-EB31-C2FE-13CB25CBF5FC0A12) and/or call them at 215-942-8226 to get the information you need. You will need the Dickinson College membership number which is 11BCAS626216.

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| List any experience with leading a student group abroad and/or to a specific location. Please also indicate the length of the program. |
| After consulting with Intl SOS, comment on the general safety and any special risks of the site and activities |
| After consulting with Intl SOS, Please give the address of local medical care facilities or clinics to which students will have access . |
| After consulting with Intl SOS, what level of medical facilities are available at the site? (Be specific) |
| What direct experience have you (or the proposed instructors) had with the site(s)? |
| How will you be reachable at the site (phone, e-mail, other)? |

International Travel:

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| Will you require the group to travel together, or do you prefer each student to make his/her own arrangements? (Please note: If you require group travel, there are NO EXCEPTIONS for frequent flyer miles, etc. The group must adhere to the arrangements made by the director.) |
| Preferred and alternative departure airport: |
| Preferred and alternative arrival airport: |
| Date of departure (include preferred time of day):  Alternate possible dates? |
| Date of return (include preferred time of day):  Alternative possible dates? |
| Preferred Airline: |
| Will visas be required for this program? Who will be responsible for this? |

Travel Arrangements for domestic off-campus programs:

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| How will students arrive at the program site? : |
| Will this be provided by the program or the student?: |
| Describe any program travel needed before/after the program. (Travel during the program should be covered above in On-site Logistics.) |

Section IV. Feasibility

Feasibility factors:

What would be the maximum feasible number of students that can be accommodated?

What would be the optimum feasible number of student participants?

Section V. Pre-departure Orientation

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| I plan to do an orientation for this program with my students on the following date: |
| I plan to provide the following program information to students (moodle, in writing, etc.): |
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Section VI. Sustainability

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| How do you see this program having an impact on the campus beyond its duration? Could you imagine running it again at a future date or having someone in your department run it? How might you utilize the contacts and resources you develop for this program in the future? |

Section VII. Support/Contacts

**Please list your department chair:**

**Please have them send an email in support of this proposal to Katie DeGuzman at deguzmak@dickinson.edu**

Please supply contact information as needed:

Faculty member submitting proposal:

Department:

Telephone:

E-mail:

Faculty member directing program:

Department:

Telephone:

E-mail:

Faculty member coordinating on campus:

Department:

Telephone:

E-mail:

Second faculty member teaching:

Department:

Telephone:

E-mail:

Center for Global Study and Engagement

## Dickinson College

**SUMMER PROGRAM IMPLENTATION**

Program Implementation (POST-APPROVAL)

1. STUDENT APPLICATION PROCEDURES
2. Program Application Deadline: for summer programs this is February 1st
3. Financial Aid Notification: Students are typically notified of their aid package about three weeks after the application deadline.
4. Application Requirements

1. The following are the MINIMUM materials REQUIRED, by the

Center for Global Study and Engagement, for every applicant, regardless of program:

* + - 1. On-line Application
      2. Application Fee of $35.00 (cash, check, money order)
      3. Transcript (official & unofficial are accepted)
      4. 2 Academic Recommendations
      5. Short answer questions
      6. Supporting Information Sheet

Current Coursework

Extracurricular Activities

Previous travel or living abroad or foreign language experiences

* + - 1. Language Competency Form (if applicable)
      2. Passport Page
      3. Study Abroad Student Agreement Form
      4. Medical Form (to be submitted only after acceptance to program)
      5. Personal Data Form

1. PROGRAM ADMINISTRATION/ONSITE COORDINATION
   1. Faculty wear many hats when they lead short-term programs.

1. Successful program leadership requires handling challenging student situations and the ability to adapt quickly in new situations.

* 1. Service Provider/Vendor Vetting: It is our expectation that you vet service providers or venders that with whom you work to plan and implement your short-term program.

This may require verifying that transportations or tour providers have adequate insurance, checking references or contacting other institutions that have used these services and making sure providers adhere to industry standards.

If you questions about this process, please contact CGSE.

1. MARKETING AND RECRUITING
   1. In conjunction with CGSE, faculty need to come up with a marketing and recruiting plan that can involve: information sessions, speaking in classes, website materials, social media, targeted emailing, etc.
   2. CGSE can support faculty members in the process of marketing and recruiting.
2. MANDATORY MEETINGS
   1. After faculty are chosen, each director MUST attend CGSE sponsored program director training(s). You are still REQUIRED to come if you have directed a program in the past.
3. ASSESMENT
   1. Faculty must submit a formal written evaluation of the program (CGSE can give guidance on the format).
   2. All students are sent the CGSE program evaluation from Institutional Research and that feedback will be shared with program directors.