Center for Global Study and Engagement

## Dickinson College

**GLOBALLY INTEGRATED PROGRAM DEVELOPMENT**

Program Development (PRE-PROPOSAL)

1. DEFINITIONS, CONTACTS & TIMELINE

**GLOBALLY INTEGRATED**

Globally Integrated Courses link the serious study of a global theme or issue in a semester-long course with the opportunity to build on and deepen understanding of the issues at play through fieldwork or research at a global center or site.

[Past and Current Programs](http://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2218/mosaics_and_globally_integrated_courses)

Contact: Katie DeGuzman, CGSE

Development Timeline: minimum of 3 semesters before

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. In-country excursions
   3. Required health & travel insurance
4. Fee DOES NOT include:
   1. INTERNATIONAL AIRFARE
   2. Tuition for the credit-bearing portion of the course
   3. Any required visa(s)
   4. Travel to/from airport of departure
   5. 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.
   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 CGSE to cancel the program if participation drops below the required minimum.
6. SALARY INFORMATION
7. Director Salary for Globally Integrated: $1,200 for program administration.
   1. Director(s) receive(s) a base salary of $1,200 for directing the program.
      1. Directing 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 directing the program we will look at the salary distribution on a case-by-case basis.
   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.

Program Implementation (POST-APPROVAL)

1. STUDENT APPLICATION PROCEDURES
2. Program Application Deadline: for Globally Integrated programs traveling in January: Sept. 15th; traveling in May: Feb. 1st.
3. Financial Aid Notification: Students are typically notified of their aid package about three weeks after the application deadline.
4. Application Requirements

The following are the MINIMUM materials REQUIRED, by the Center for Global Study and Engagement, for every applicant, regardless of program:

* + 1. All applicants are required to complete the Center for Global Study and Engagement’s standard online application which includes:
    2. On-line Application Form through the StudioAbroad system (may be altered per the director’s request for program-specific questions
    3. Application Fee of $35.00 (cash, check, money order)
    4. Transcript (official & unofficial are accepted)
    5. 2 Academic Recommendations via StudioAbroad
    6. Statement of Purpose Essay – one page
    7. Copy of Valid Passport
    8. Supporting Information

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 any service providers or venders that you work with to plan and implement your short-term program

This may require verifying that transportation 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 a training session on health and safety and policies and procedures of overseas programs.
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.

PROPOSAL FORM:

PROPOSAL DEADLINE: April 1st for spring courses and November 1st for fall courses

### Section I. Proposal Review

* Any new course as part of a Globally Integrated program needs to be reviewed by APSC.
* All proposals go to the Global Education Advisory Committee for review.
* All new 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: |

For the travel portion of course state learning goals and how they will be realized (including how the location(s) contributes to the learning). Please also include: manner of instruction, level of contact hours, level of language immersion, excursions, experiential learning components, etc.

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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.  *Submit a draft syllabus for each course with the application.* |
| Prerequisites (language requirement or other): |
| Is this program essential to departmental offerings? It is essential in the sense that any upper level course is an opportunity to investigate the medium in a more meaningful way. It’s important for us to offer varied opportunities across mediums. |
| Does it fulfill distribution requirements? |
| From which majors or departments do you expect to attract students? |
| Will all students who take the course need to participate in the travel component? If not, what will those students who did not travel need to do to make up that content? |

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): |
| Date of return (include preferred time of day): |
| 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.): |
|  |

Section VI. Sustainability

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| How do you see this program having an impact on the campus beyond its duration? |

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:

Section VIII: Online Brochure Information (please complete as many sections as you can – this will be the page that students see when they go to apply)

**Program Name  
Globally-Integrated**  
  
**OVERVIEW**  
 

Students will be able to… (learning goals)

**Tentative Itinerary**

**APPLICATION DEADLINE:**

**ACADEMICS**  
  
**Course information:**  
  
  
  
**Will the course count toward my major?**

**DATES AND FLIGHTS**  
  
**When is orientation?**  
Orientation will be held:  
  
**What are program dates?**  
The tentative program dates .  Note: these are tentative dates.  
  
**Is there a group flight?**  
  
  
**Can I arrive early or stay after the program ends?**  
Students may arrive early or stay late if they wish to travel. Please note that if you choose to arrive early or stay late, you will not be able to stay in your program housing. No student may arrive late for the start of the program or leave the program early.   
  
**FINANCES  
  
What is the program fee?**  
The program fee for this program is $. Please note, the program fee does not include airfare.  
  
**What is included in the program fee?**  
Lodging, most meals and/or food allowances, on-site transportation, entrance fees for workshops, museums and other sites are included in the program fee. Airfare and visa fees are not included.  The cost of your flight is taken into consideration when your financial aid need is calculated. You must complete the online application through CGSE.  
  
**How much money do I need to bring?**.

**HOUSING**  
  
**Where will we stay as we travel?**  
  
  
**VISAS  
  
Do I need a visa for this program?**  
  
  
**If I’m not a U.S. passport holder, are there any additional requirements?** 

**CONTACTS**  
  
Faculty leader contact information

Center for Global Study and Engagement  
Dickinson College  
717-245-1341  
[global@dickinson.edu](mailto:global@dickinson.edu)