

Community Studies Center & Center for Global  
Study and Engagement  
Dickinson College

**MOSAIC PROGRAM PROPOSAL**

PROPOSAL FORM:

Section I. Proposal Review

- Initial Proposal is developed in consultation with the Director of CSC.
- Any new course(s) as part of a Mosaic program needs to be reviewed by APSC – faculty should fill out the approval for a one-time only course.
- Budget details and program fee are worked out between faculty and CGSE.
- All proposals go to the Global Education Advisory Committee for review.
- All proposals with existing courses get reported to APSC.

Section II. Academic

Program and Course Information:

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) off-campus:
Approximate dates of program off-campus::

Program description:

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Learning goals and objectives:

State the program's learning goals and how they will be realized (including how the location(s) contributes to the learning).

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Course Information:

List <u>each course</u> offered with correct departmental abbreviation, number, and course title. Please note that all courses are offered for a letter grade.
<i>Submit a course description for each course.</i>
Prerequisites (language requirement or other):
Consultation with the departments involved
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.

Type of housing for students (ex: host family vs. university, hostel, 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:

List any experience with leading a student group abroad and/or to a specific location. Please also indicate the length of the program.

Comment on the general safety and any special risks of the site and activities (USDOS or the CDC are good resources for this).

What direct experience have you (or the proposed instructors) had with the site(s)?

Name any local contacts known to you who could help in an emergency.

What level of medical facilities are available at the site? (Be specific)

Please give the address of local medical care facilities or clinics to which students will have access.

How will you be reachable at the site (phone, e-mail, other)?

International Travel:

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:

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. Orientation

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.):

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:

Third faculty member, if any, contributing to the Mosaic

Any questions you want to have added to the application for this particular Mosaic?

Typically Mosaic applications ask students:

- 1) Why are you interested in this particular Mosaic?
- 2) What do you have to contribute to the Mosaic and the research team (note linguistic, video, photography, fieldwork skills...previous experience)
- 3) What do you hope to gain from this Mosaic experience?