International & Off-Campus Programs Committee

Proposal for a New January or June Off-Campus Program

Congratulations on your interest in developing or leading a new study away program. The International and Off-Campus Programs Committee (IOPC) has established a process for reviewing and approving new program proposals. Please consult with the IOP Director during the proposal formation process.

Complete the form below and attach all the items listed to create your program proposal. All program proposals must be turned in to the IOP Director, who will share the proposal with the IOPC. You are welcome to discuss your program ideas and get feedback from the IOP Director at any time. New proposals can be submitted at any time, with a final deadline of **April 18** each year for the academic year two years later. Proposals received after this deadline may be delayed until the following academic year.

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**Guidelines for the proposal form and additional documents**

**Proposing Faculty:** Please include full name & department for faculty who will be participating in the travel portion of the program, whether they have instructional duties or not.

**Proposed Staff:** All intensive programs are normally required to have two Augustana representatives on site for the duration of the travel component. If the program proposal does not include two Augustana faculty, please list below the name and a brief statement on the second representative who will accompany the group. This may be:

* An Augustana staff or administration member who has received approval from their department or supervisor to join the program. Please include with your proposal a statement of approval from the staff member’s supervisor as a supplemental document.
* An individual not currently affiliated with Augustana such as a community member with skills or background of particular merit for the proposed program and/or destination. Please include with your proposal a supplementary document explaining the rationale for the inclusion of a non-Augustana representative as the second representative. Augustana’s HR Office will be required to complete a background check for this individual and a contract for temporary services, outlining the roles, responsibilities and compensation for the program assistant must be created and signed prior to program departure.
* A third-party educational travel provider approved by the IOP Director. Please cite the organization to be utilized. It will then be a requirement of the program that the organization provide a program manager who will travel with the group and manage group travel or emergency situations as part of the contracted services.

**Proposed program year:** IOPC cannot guarantee dates if a proposal is received after the April 18 deadline. It is also possible that IOPC will recommend that a program be offered in a year different from the proposed dates if there are perceived conflicts with other program proposals. Proposing faculty should anticipate that an approved program will run at least twice, either in consecutive years or on an alternating year schedule. A renewal proposal may be required either after the 4th offering of a program or at the discretion of the IOP Director.

**Program Title:** For marketing purposes each program should have a title which links location to the academic theme of the program. If you need assistance with an appropriate title, please contact the IOP Director.

**Program Types**

* **January Program** (All coursework and travel completed during January)
* **Fall + January Program** (A Fall semester course paired with a January course)
* **January + Spring Program** (A January course paired with a Spring semester course)
* **Spring + June Program.** (Spring semester course(s) with extension into June for travel.)
* **Other**  (Please briefly describe)

**Program Location(s)** (Please identify nation(s) and all cities with stays of 3 days or greater)

**Program Target Enrollment and Intended Student Cohort(s):** Please offer a target enrollment range including a maximum and minimum enrollment. Follow this with a description of majors, programs or student groups which might be particularly attracted to or recruited for this program.

Proposal for a New Off-Campus Program at Augustana College

**Proposing Faculty** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Staff** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed program year and term:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Program Title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed locations:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed target enrollment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Course or Courses**

Please provide information about the program course(s) included in the proposal.

**Course 1:** If the program consists of one course, complete this block. If 2 courses are to be offered sequentially, this should be the first students would complete.

|  |  |
| --- | --- |
| Course 1 Department and  number |  |
| Course 1 Faculty |  |
| Course 1 Title |  |
| Course 1 Credit Load |  |
| Applicable General Educ. Qualifications. |  |
| Is this a new course? |  |
| Course 1 Timeframe  (Circle or highlight one) |  |
| Course 1 description (Catalog Copy length)  Include prerequisites if applicable. |  |

**Course #2:**  Include information on a second course if one is included in the January proposal. If two courses are offered sequentially, this should be the second of the two courses which students would complete.

|  |  |
| --- | --- |
| Course 2 Department and  number |  |
| Course 2 Faculty |  |
| Course 2 Title |  |
| Course 2 Credit Load |  |
| Applicable General Educ. Qualifications. |  |
| Is this a new course? |  |
| Course 2 Timeframe  (Circle or highlight one) |  |
| Course 2 description (Catalog Copy length)  Include prerequisites if applicable. |  |

**Required Supporting Materials**

Please ensure that each item listed below is included in your program proposal packet. Incomplete applications will not be accepted.

1. A brief (5 pages or less) description of, and rationale for the new program, including commentary on the selection of program sites, the academic emphasis of the program, links between courses to create a coherent package, planned use of locations to enhance learning, the target student audience and the benefit to the curriculum of the college. This should also include brief faculty (or staff) Bios for both program leaders, with particular focus on qualifications related to the program sites and prior experience working with students beyond a classroom setting.
2. Preliminary program itinerary: This document should indicate the program’s proposed locations, duration of time in each and planned activities. It is not necessary at this stage to indicate residence locations.
3. A preliminary budget for the program. Please complete your budget using the accompanying IOP Budget Template Microsoft Excel document. This document highlights all obligatory program fees and components. If you have difficulty with this budget template, please contact the Director of IOP for assistance.
4. Syllabi for all proposed courses. Syllabi do not need to be fully fleshed out, but particular attention should be paid to how each course will make use of the on-site opportunities and locations proposed within the program. Syllabi should also provide the committee with a sound understanding of course assignments and evaluation techniques. Connection to the college’s learning outcomes are also expected.
5. A brief documentation of program learning goals. These may be unique to the program, but all should be related in some form to the nine Augustana Student Learning Outcomes. A short-term program, such as a January or June program should focus on no more than 2-3 central learning outcomes. If Intercultural Competence is listed as one of the proposed outcomes, a description of immersion strategies or inter-cultural activities should be included in this document.
6. A brief statement of approval for participation from all department chairs or supervisors of proposed faculty or staff. It is important that faculty participants have the support of their department prior to approval for participation and that any non-faculty staff proposed as program assistants be approved for departure from their regular duties for the duration of the program.