

## GUIDELINES FOR SUBMISSION OF PROPOSALS FOR GLOBAL SEMINARS

Global Seminars are short-term, faculty-led programs where SIU faculty or adjunct faculty provide academic instruction for SIU credit. These are typically from two to eight weeks in length with most being two to three weeks. They may be offered in summer, winter break, or spring break. Global Seminars may also be offered in conjunction with a host university or organization.

**NARRATIVE** – The narrative should describe the activity as you envision it, with a general description of the following items (but not limited to these items):

- (1) general goal of the activity (specific educational objectives will be discussed in the next section);
- (2) intended target group (i.e., what type of individual will the activity serve?).
- (3) importance of teaching the course off-campus as a study abroad or off-campus course.
- (4) type of presentations to be used and education materials (texts, guest lecturers, visitations, staff lecture, service-learning, etc.).
- (5) orientation – how will students be provided with necessary information concerning the host country(s), visa requirements, need for passport, language, cultural taboos, customs regulations, etc.
- (6) promotion – what do you see as the most effective method of marketing the program?

The narrative need not be more than 250-300 words.

### EDUCATIONAL OBJECTIVES

**Course Objectives** – State concise objectives in terms of learning outcomes: e.g. “The student will know the three basic methods of financing export commodities produced in Japan.” Please avoid objectives stated in generalities that cannot be measured: e.g. “The student will understand the financing of export commodities.”

**Itinerary** – Develop the itinerary that will best support the stated objectives, with explanations as to how major portions of the itinerary relate to accomplishing the education objectives.

**Implementation of Education Objectives** – State what instructional means are envisioned for realizing each educational objective. In the case of the “financing of export commodities produced in Japan,” a reasonable implementation might include a visit to the International Division of the Bank of Kyoto, a lecture by the instructor, and the reading of a chapter in a text pertaining to the financing of export commodities.

**Evaluation** – Please state the criteria to be used in evaluating students for the activity. The weight given to exams, term papers, or any other type of activity should be addressed. Evaluation should correspond to your stated course objectives. If variable credit is to be offered, please state how the evaluation and workload will differ for each credit-hour option. For many programs, the final paper/project will be due after the end of the overseas portion of the program. This allows students sufficient time to research and prepare their projects without taking time during the overseas portion of the program. Students should have a topic in mind before they depart for the program.

**Course Credit** – The number of hours to be granted for a given course delivered via study abroad is generally based on the number of contact hours the instructor plans for lectures, visitations, seminars, etc. The rule of thumb used throughout the university is a course should provide fifteen (15) contact hours for each semester hour of credit. Therefore, a three-hour course would require the itinerary to demonstrate there

will be 45 contact hours of instruction delivered. It is fully realized that study abroad is a 24-hour education experience and the faculty member may be involved for many hours; however, there must be a clear demonstration of formal instruction for purposes of setting course credit. In general, a two-three-week course carries three (3) hours of credit. Beyond that, it depends on the specific course requirements.

All participants in study abroad are required to participate in all course activities. The total number of credit hours granted may not exceed the university limitation, i.e. a full load for summer term is nine credit hours. A student may not matriculate for more than 9 credit hours without the approval of a dean.

**Course Section:** All Study Abroad courses should be under an 800-section number. Example: LAC 288-800; LAC 288 (Course Number), 800 (Section Number). We will assist you in scheduling this.

**BUDGET** – An Excel spreadsheet is attached for you to use while developing a budget. You should use this for the proposal but also to make adjustments as exchange rates or the number of participants change. Study Abroad Programs will be pleased to assist you with completing the initial and final budgets.

Please remember all expenses accruing to students with the exception of tuition also exist for instructors. If the number of participants is overestimated, the amount collected per participant for the instructor's expenses (air, hotel, and food) will, of necessity, rise with the smaller number of participants. The marketability of a program is directly related to the cost the market will bear. Keep prices down wherever possible. A contingency allowance is built into the final cost to cover unanticipated increases due to airfare increases, exchange rate fluctuations, and the like.

Please note that the final budgets require the approval of the instructor(s) and the Study Abroad Programs. We have found faculty want to be more involved in the budgetary portion of an activity for the simple reason that a summer appointment can be affected by budgetary factors. Familiarity with the overall cost of the program also prevents conflicting information from being disseminated to prospective participants.

## **SALARY**

Faculty salary is based upon the university guidelines for compensation. During the summer, faculty may be on contract for 50% to 100% of their salary. The amount is determined the same way as other summer teaching and depends on the individual salary rate and the number of enrolled students. During the academic year, any program must generate 100% salary. We can help you to determine the minimum number of registered students required based on your salary.

## **GENERAL INFORMATION**

**Promotion of Programs** – Promotion is a joint effort of the faculty members and Study Abroad Programs. Our general experience has been that those faculty who take a great deal of interest in recruiting are those who have successful programs. Recruiting through colleagues both at SIUC and other institutions creates a personal awareness of the quality of a program far greater than a brochure.

Study Abroad advertises all study abroad opportunities throughout the year via the Study Abroad Fair, information tables, campus resource fairs, campus orientation sessions, advisor meetings and meeting with groups such as University Honors students.

## **Paid Advertising**

All promotion done through professional journals or paid publications must be approved by Purchasing and University Publications. Faculty should not make any commitments to publications without going through Study Abroad Programs. We will contact the offices noted for approval. Program leaders should not arrange for any paid advertising on their own.

You are welcome to share information with free advertising opportunities such as a newsletter for your professional association. Social media sites may also be used, but it is important to refer to the Study Abroad Programs website for official information such as costs or requirements. This avoids the possibility of conflicting information confusing potential applicants.

### **Approvals**

Programs must be approved by your academic unit as well as the appropriate college or school. This is to ensure that those units approve the proposed academic content and are aware of the program. This is also a good time to stress that your program offers an excellent promotional opportunity for your unit/college.

The Center for International Education has the final approval for all proposals in coordination with the Study Abroad Advisory Committee.

### **Approval Signatures**

For your convenience, the approval signatures are part of the Global Seminar Planning Questionnaire. This is a PDF document which can be signed manually or digitally.

ATTACHMENTS: Global Seminar Budget Spreadsheet, Global Seminar Planning Questionnaire