



2016 LINKED (SHORT-TERM) PROGRAM PROPOSAL
For new courses to be offered by SU faculty over
winter break, spring break, or way break
FOR TEACHING ABROAD ONLY and NOT REGULARIZED COURSES

SU Abroad accepts proposals from Syracuse faculty on an annual basis for “linked” courses taught the following year. Please note that the review and selection process has changed. The new three-step structure outlined below will allow SU Abroad and the deans to collaborate more closely, so that study abroad opportunities better reflect and further the priorities and signatures of each school and college.

Before you begin the proposal process, please read the Definition section below to ensure your proposal is appropriate as a linked short-term program, rather than a summer program.

DEFINITION OF THE SU ABROAD LINKED PROGRAM MODEL

A study abroad experience tied to a semester course or program on campus, which allows the overseas component to be registered as a Main Campus semester course. Other defining aspects include:

- Significant instruction and/or prior preparation for the overseas experience must occur during the semester of registration for the overseas experience.
- The duration of the overseas component is typically 10 days (e.g., spring break) or two weeks (often during May following the exam period, or during winter break).
- Typically students register for a 3-credit on-campus course plus an additional 1-credit for the off-campus component, or enroll in a 3-4 credit semester course that includes both the main campus and off-campus component
- Program budget for overseas component does not include a faculty salary, but rather a modest \$1000 honorarium. All operating expenses, including faculty expenses, are divided into a program fee charged to participants. This fee varies based on the number of students enrolled.
- Most programs require at least 10 participants to be financially viable. Some exceptions are made for lower enrollment as necessary, but may require financial support from the department or college.
- Student applications for Fall 2015 semester (Dec-Jan abroad) are due by October 15.
- Student applications for spring semester (Spring Break, May, August) are due November 1.

NOTE: Any 1-3 credit course that is offered abroad during Syracuse University’s standard summer session(s) would not qualify as a lined program **unless there is significant faculty instruction or preparation provided during the spring or fall semester of enrollment.** Therefore, any stand-alone programs abroad offered late May through July and lacking instruction on campus would fall under the summer programs model and summer tuition charges would apply.

2016 PROPOSAL PROCESS & TIMELINE

STEP 1: Preliminary Review of Your Course Concept

Please complete a brief concept paper (one page or less) about your proposed linked course to your Dean and SU Abroad by **February 15, 2015**. Your submission to SU Abroad should be sent to Sue Shane at sshane@syr.edu. When writing to your Dean, please also cc the appropriate Associate Dean(s) in your college.

STEP 2: Submission of Linked Course Proposal Form and Syllabus to Department Chair

Once you receive the go-ahead from the Dean, please complete the Course Proposal Form below. If your overseas program is linked to an already-existing course, please also include that syllabus with your proposal form and the overseas course syllabus. Submit these documents to your department chair for review and approval **no later than March 15, 2015**. Please also send a copy of your Course Proposal Form and syllabus to Sue Shane at SU Abroad (sshane@syr.edu) so SU Abroad can prepare a budget for your overseas course.

STEP 3: SU Abroad and College Dean Joint Review of Final Submissions

Before the end of May, SU Abroad and the deans will review the final packet of signed course proposals and make decisions about which overseas linked courses will be approved for 2016. The final signed proposals will be reviewed according to already established criteria. These include:

- (1) Compelling rationale and course content
- (2) Academic standards consistent with on-campus courses
- (3) Viable audience on the SU campus
- (4) Program fit in context of other offerings abroad
- (5) Support of SU Center, if offered at a Center
- (6) Financial viability

NOTE: The Proposal Form that follows is for SU faculty whose course concept statement has been preapproved by the College Dean.

Please remember to attach the following documents when you submit the form below to your chair and SU Abroad:

- **Syllabus for the existing semester course** to which your overseas course is attached
- **Syllabus for your proposed overseas course** (unless already imbedded within your 3- or 4-credit semester course syllabus)
- **Draft itinerary:** Append a detailed draft day-by-day itinerary for the overseas component, including suggested readings and invited speakers. Explain what evaluation methods will be used and how they are weighted.

LINKED (SHORT-TERM) PROGRAM PROPOSAL FOR 2016

Submitter(s) Name(s):

(If course/program is team taught by faculty from different colleges, both colleges should receive proposals.)

Proposed Center Affiliation:

(e.g., Beijing, Florence, Hong Kong, Istanbul, London, Madrid, Santiago, Strasbourg)

Proposed Location/Site(s) if Program has no Center Affiliation:

Main Campus Course Title(s) and Dept./No(s):

Is the course double numbered (e.g. 400/600) or cross-listed? Indicate here the primary department.

Linked Course Title(s) and Dept./No(s) if additional credit is offered:

Desired cross-listings:

(SU Abroad will request additional crosslistings once primary department approves.)

Proposed Number of Credits:

Fit into SU Abroad offerings abroad:

Please review existing offerings carefully at: suabroad.syr.edu.

Pre-requisites or co-requisites?

List any that apply.

Course/Program Description(s):

Your overseas course description will be posted on the SU Abroad Short-term Program website. If the course option abroad is linked to one or more main-campus courses, that information will also be included on the website. Syllabi for such linked courses must also accompany the proposal.

Course/Program Rationale:

Briefly describe how this course fits into the main campus and/or overseas campus curriculum; if your course is linked to an existing main campus course, address how the overseas experience will enhance the main campus learning experience.

Audience:

Provide information on the target audience and likelihood of recruiting the necessary number of paying students. Include prospects for enrollment by both SU and non-SU students, if applicable. Provide an estimate of desired SU and non-SU enrollment, and enrollments at the graduate and undergraduate levels.

Staffing:

Explain briefly the staffing plans for this course, including the use of SU and/or SU Abroad faculty and assistants. Indicate number of outside lecturers anticipated and approximate pay scales.

Program (non-tuition) Costs:

Please provide a description of necessary services associated with this proposed course, such as type of student housing preferred, travel/transportation needs abroad, field study/site visits/entrance fees, group meals, etc. SU Abroad will assist with cost estimates.

Comments from Department Chair:

(Please note any required or recommended changes/revisions, including granting departmental approving using a different course number/ level than what is proposed.)

Department Chair signature: _____ **Date:** _____

This signature confirms departmental support for this proposed course and attached syllabus. It is understood that the course/program is subject to final joint approval by the appropriate College Dean and SU Abroad Associate Provost.

Comments from Dean:

Dean's signature: _____ **Date:** _____

This signature confirms approval of this course for implementation in 2016, subject to joint approval by the College and SU Abroad, and in consideration of the full slate of other courses approved for 2016. By signing here, the College also acknowledges the budgetary implications of sponsoring faculty to teach abroad. It is further understood that college-sponsored programs abroad will not run at a deficit, unless the dean makes an exception to provide additional financial support in consultation with SU Abroad.

Comments from SU Abroad:

(e.g., any concerns or changes, which would need to be addressed prior to implementation for 2016.)

SU Abroad signature: _____ **Date:** _____

This signature confirms that this course will be approved for implementation in 2016, subject to joint approval by the College Dean and SU Abroad, and in consideration of the full slate of other courses also approved for 2016.

Important Points to Consider in Creating Your Syllabus:

- If the course is double numbered (e.g. 400/600) so that undergraduate and graduate students meet together, indicate what extra work is required of graduate students.
- If travel is involved, be sure to indicate this as appropriate on the syllabus.
- If guest lecturers are required, give names or approximate qualifications.
- Clarify that the required number of contact hours are included. (Note that visits to some sites are considered equal to 1/3 of in-class contact time. New York State requires 750 minutes (12.5 hours) of 'contact' time per credit hour.)
- Include learning outcomes (bulleted); also include current integrity and disability statements, which can be copied and pasted from:

<http://universitysenate.syr.edu/curricula/curricula-links.html>