



## **2018 SU ABROAD (LINKED) SHORT TERM PROGRAM PROPOSAL FORM FOR NEW COURSES TAUGHT BY SU FACULTY**

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 SU 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 section below to ensure your proposal is appropriate as a linked short-term program, rather than a summer program. You may contact SU Abroad Assistant Director for Summer Programs, to receive a Summer Course Proposal Form

### **DEFINITION: THE SU ABROAD LINKED SHORT TERM PROGRAM MODEL**

is a 1-credit study abroad experience that is linked to and enhances a semester course or program on campus; it is registered in the same semester as the main campus course. Some instruction and preparation for the overseas component must take place during the on-campus semester of registration. Other defining aspects include:

- The duration of most short-term programs abroad is 10 days to two weeks, and is scheduled during SU break periods (e.g., spring break, or in May following the spring exam period, or during winter break)
- Students either register for a 3-4 credit on campus that already includes the required overseas component; OR students register for a main campus course with an OPTIONAL 1 credit add-on component delivered abroad, for which there is a separate registration
- Faculty compensation for teaching the overseas component is a modest \$1,000 honorarium
- Undergraduates pay no extra tuition for the overseas component unless they exceed the 19-credit maximum for semester tuition
- Because the short-term program model generates no revenue, all instructional expenses, including SU faculty travel, hotels, etc. are charged to participants in the form of a program fee. The fee varies based on the number of students enrolled.
- Most programs require at least 10-12 participants to be financially viable. Some exceptions are made for lower enrollment, but usually require financial support from the department or college.
- Students must be accepted and commit to a short-term program well in advance. This ensures they will have begun preparations for study abroad and are ready to register/sign up for the overseas course (e.g., student applications for all short-term programs linked to the spring semester are due on 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 linked 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 prior semester instruction on campus would fall under the summer programs model and summer tuition charges would apply.

## **2018 PROPOSAL PROCESS AND TIMELINE**

### **STEP 1: Review of Your Preliminary Course Proposal**

Please complete this Course Proposal Form and submit it to your Dean, your Department Chair, and SU Abroad (Director of Academic Programs Lou Berends at [Imberend@syr.edu](mailto:Imberend@syr.edu)) on or before November 16, 2016. SU Abroad will let you know once the Dean and Department Chair have approved your proposal.

### **STEP 2: Approval of Course Syllabus and Preliminary Program Itinerary to Department Chair or Director**

Once you have received approval of your proposal, please submit your course syllabus and preliminary itinerary to your Department Chair and SU Abroad (Director of Academic Programs Lou Berends at [Imberend@syr.edu](mailto:Imberend@syr.edu))

If your overseas program is linked to an already-existing semester course, please also include that syllabus with your proposal form. Submit these documents to your department chair for review and approval no later than December 20, 2016. Your department chair/director must sign off on the course syllabus and course number by February 1, 2017.

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

Between February 15 and March 30, 2017, Associate Provost Margaret Himley and Director of Academic Programs Lou Berends will meet with individual school and college deans to review the final proposals based on the criteria listed below, and finalize the lineup of short-term courses for 2018 based on the criteria below.

- (1) Compelling rationale and content that enhances main campus course(s)
- (2) Program is aligned with priorities of the School or College
- (3) Academic standards are consistent with on-campus teaching
- (4) Viable student audience on the SU campus
- (5) Program fit in context of other offerings abroad
- (6) Support of SU Center, if overseas classes are taught at an SU Center
- (7) Financial viability

## 2018 LINKED SHORT-TERM COURSE PROPOSAL FORM

Once the Dean has approved, please append your syllabus and itinerary to this Course Proposal Form and forward to your department chair and SU Abroad for review.

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](http://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 2018, subject to joint approval by the College and SU Abroad, and in consideration of the full slate of other courses approved for 2018. 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 2018.)

SU Abroad signature: \_\_\_\_\_ Date: \_\_\_\_\_

This signature confirms that this course will be approved for implementation in 2018, subject to joint approval by the College Dean and SU Abroad, and in consideration of the full slate of other courses also approved for 2018.

### 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>

\*\*This form also applies to short-term program proposals with study abroad components that begin in late December 2017 and continue through the third week of January 2018.