Faculty-Led Program Proposal
Summer 2016
Instructions for Preparation and Submission

- Faculty are required to submit a program proposal each year that a program will be considered.
- Proposals are reviewed by the Office of International Programs (OIP) and the International Programs Committee (IPC). The IPC is a standing committee comprised of faculty from across various disciplines and schools at BC.
- A proposal will first be given conditional approval from the OIP. The OIP will then contact a faculty member’s respective department chair or the representative department chair to gain approval and overall support for the proposed summer program. Departmental support is a necessity for running any summer program abroad.
- Faculty will be notified by June 1, 2015 with decisions.
- All BC faculty members are welcome to submit a proposal, regardless of department or rank.
- Faculty act as the primary contact for all aspects of a summer program, even when an onsite coordinator has been contracted to assist. In addition to teaching, faculty may be required to play a role in other aspects of the program such as cultural activities, excursions, housing, meals, budgeting, and emergencies.
- The Program Proposal Form will be filled out online. All other documents should be sent electronically (preferable method) to erin.shevlin@bc.edu or delivered to the address below. Incomplete proposals will not be considered for review.

SUBMISSION DEADLINE: March 31, 2015

Please direct any questions to:

Summer & Internship Program Manager (Erin Shevlin)
Hovey House, 258 Hammond St.
E-mail: erin.shevlin@bc.edu
Tel: (617) 552-6869
A complete proposal will include a Program Proposal Form and a Draft Syllabus. The Program Proposal Form will be filled out online. You will not be able to save this form and return to it later. Some questions may require significant planning (e.g. learning outcomes) so it is recommended that you prepare in advance before completing the form. If you would like to make changes to an existing submission or have questions about teaching a summer program abroad, do not hesitate to email erin.shevlin@bc.edu.

**To be filled out online:**

Program Proposal Form

**To be sent electronically to** erin.shevlin@bc.edu:

Syllabus including readings, assignments, and session topics
Faculty-Led Summer Program Proposal
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Guidelines

Course information

Contact Hours: Faculty teaching a summer course abroad must comply with Boston College contact-hour policy, which stipulates the teaching of 37.5 hours for a 3-credit, 50 hours for a 4-credit or 75 hours for a 6-credit courses. The OIP recommends that a 3- or 4-credit course take place over a consistent four-week period of time. In case more than one person teaches a course, teaching salaries will be prorated according to each individual’s contact hours. In such a case, the teaching load and logistics will be divided by the faculty themselves.

Summer programs may be offered only on a letter grade basis. Summer programs abroad function as an integral part of the BC undergraduate curriculum. Grades should be given with the same academic rigor as courses being taught on-campus.

Excursions and cultural activities

Course-related Activities: Faculty are expected to determine a reasonable number of activities and excursions to complement classroom contact hours. Typically, this means two to three activities per week. Activities/excursions can be directly related to course content but can also be designed as cultural enrichment. Faculty are expected to accompany students on activities or excursions that have been planned as part of the program. Excursions and cultural activities can count as contact hours only if they are planned as an integral part of the syllabus and contain an active teaching component. For example, a faculty member accompanying students to an art exhibit would not count as contact hours; visiting a museum or a historic site and giving a lecture and organizing a discussion around a particular work or site would count as contact hours.

Other Activities (designed for cross-cultural awareness/competency): Describe activities that may not be directly connected to course content but that will add to the value of the program. There are numerous reasons for supporting summer programs abroad but a major one is the advantage of “place.” As much as possible a course should incorporate its location with a specific focus on building intercultural competency with students. How will this program support a cross-cultural experience?

Evaluation

Each program will be included in the student evaluation administered by the OIP. Faculty should encourage each program participant to complete the survey. The results will be compiled by the OIP and disseminated to faculty leaders and on-site staff at the conclusion of the summer.

Ideal number of students

Faculty may set their own maximum number of participants but, in most cases, the OIP recommends not to exceed twenty (20) students. Generally speaking, a program should have a minimum of ten (10) students, however, minimum enrollment may vary slightly from program to program based on location and budgetary constraints as coordinated by the OIP. The OIP reserves the right to cancel a summer program in case the financial or logistic viability of a program cannot be assured. If a program is cancelled faculty and students will be notified in a timely manner. Whenever possible, students in a cancelled program will be offered the opportunity to be redirected into an alternative program.

Promotion of program

Faculty are expected to promote their specific program through departmental contacts, in the classroom, to non-BC colleagues, and by other creative means. Faculty will provide the OIP with specific details so that a
program webpage can be created. The OIP will assist with the promotion through the study abroad fair, emails, information sessions, advisor meetings, social media, etc.

Risk Management

Faculty, as primary contacts, and on-site coordinators are responsible for providing reasonable assistance to students throughout the duration of the course. This may include assistance during an incident or emergency. In addition, if illness or emergency makes it impossible for the faculty leader to perform their duties, the OIP must be notified immediately and a system must be in place to transfer responsibility to another authority on-site.

- The OIP has an Emergency Response Plan and resources in place should any incident or emergency take place overseas. The plan and resources are made available to faculty in written format and through a mandatory pre-departure workshop, which will take place in the spring.
- All student participants and faculty leaders will be enrolled in the OIP health insurance coverage for the duration of a summer program. Details about coverage and contact information will be provided to students and faculty prior to departure.

Selection of participants

Faculty leaders select students into their individual programs based. Selection may be decided based on GPA, major, minor, class year, review of essay, and a student interview. In most cases, applications are submitted on a rolling admissions basis until mid-February. As received, applications will be evaluated and, when necessary, discussed with the Summer & Internship Program Manager. Faculty will have access to view applications and make decisions directly through an online system.

Student discipline and disciplinary action

As visitors in a foreign country, students (and faculty) will be subject to the laws of that country. While students are enrolled in a summer program abroad they agree to conduct themselves in a manner that will comply with the regulations of the program administration and the rules and regulations of Boston College as stipulated in the Boston College Student Guide.

The Director of the OIP (or his designee) has the authority to discontinue any student’s participation in a seminar if medical professionals recommend withdrawal for medical reasons or if, in his judgment, a student’s conduct is unacceptable or may pose a risk to the student or others. This extends especially to use of illegal drugs and the abuse of alcohol. Students will attend to any legal problems they encounter with any foreign nationals or governments. Boston College is not responsible for providing any assistance under such circumstances.

Faculty serve as the academic and disciplinary authority for students while abroad. It is critical that faculty communicate academic and behavioral expectations to the students during the pre-departure summer orientation, the on-site orientation, and at any other required time. As needed, the OIP stands ready to help in any capacity necessary, including speaking with a student’s family.

Student eligibility

Any BC student is eligible to enroll into a summer program including graduating seniors as long as they remain in good academic and disciplinary standing. While summer programs are generally geared towards undergraduate students, graduate students may also participate with prior faculty approval. Please note that tuition rates for undergraduate and graduate students are different. Summer programs are also open to students from other institutions. However, it is preferable that BC students comprise at least half of a given program enrollment.

Auditing and guests policy
In general, non-tuition paying participants are not allowed to take part in summer programs. However, with special prior approval from the OIP, guests may be able to join the program for cultural excursions and lectures outside of class time. Neither the OIP nor BC faculty can assume any liability for such guests. Participating guests are responsible for costs incurred.

**Guest Speakers**

The OIP encourages the interactions between faculty, program participants, and local people of interest. The OIP supports faculty who wish to integrate an occasional local guest speaker into the syllabus of a summer program. Plans for guest speakers or lectures need to be discussed with the Summer & Internship Programs Manager in advance of departure. A small budget to incur costs related to the invitation of a guest speaker can be arranged with prior approval from the OIP.

**Mandatory pre-departure meeting**

In March or April, a mandatory pre-departure orientation for all students provides faculty with the opportunity to meet with their group and review important pre-departure information. If a faculty member is unable to meet their students at the scheduled pre-departure date and time, he/she will arrange an alternative date for such an orientation.

**Faculty compensation**

**Salary:** BC offers a salary for summer courses taught abroad. The amount is adjusted, as needed, in consultation with the Provost Office. For the summer of 2014 the salary rate was $6,678 for a 3-credit course and $13,356 for a 6-credit course.

**In addition to a salary:** The OIP offers faculty reimbursement for an economy round-trip airfare to the local destination, pays for faculty housing, and helps defray other expenses with an allowance based on a per-diem rate. This allowance should be used for, but is not limited to, meals and local transportation. When a course is taught by more than one person compensation may vary depending on teaching responsibilities. Faculty are expected to find their own housing accommodations but are encouraged to contact the OIP for recommendations.

**Accommodation for family members and guest policy of faculty:** Family members are permitted to travel and live with teaching faculty during a summer program abroad, as long as teaching faculty understand that the program (and students) remains their top priority for the duration of the scheduled dates. Please note that the OIP can only cover the teaching faculty’s lodging and food expenses. Cost for additional family members will be the responsibility of the faculty/family. These costs may include airfare, supplemental daily fee for additional accommodations, meals, etc.

**The OIP Support Structure and Resources**

**Role of the OIP:** The OIP acts as the primary resource for all faculty planning a summer program abroad. Aside from a small number of essential summer programs, mostly intensive language courses, the OIP will support summer programs for up to three consecutive years. At the fourth year, the OIP will require a one year hiatus before a professor will be eligible to teach abroad again. The OIP encourages faculty to utilize the office’s support structure both on campus and in the host country. In the planning and teaching phase, faculty will work with the OIP staff and on-site support in all aspects of the course. This includes coordination of housing for both students and faculty, meals for students, and the organization of cultural activities and excursions.

**Support of on-site coordinator:** Summer programs may require the assistance of on-site support to secure housing and appropriate classroom facilities, organize activities and excursions, and provide back-up for faculty in emergency situations. The OIP, in consultation with the faculty member, decides which person or institution in the host country should perform such services. Faculty leaders who wish to take on additional levels of responsibility may be eligible to serve as an on-site coordinator and be compensated accordingly. Interested faculty should speak with the OIP.