



BOSTON COLLEGE

OFFICE OF INTERNATIONAL PROGRAMS

November 29, 2016

Dear Colleague,

I would like to invite you to submit a proposal to teach a BC summer program abroad during the summer of 2018. Summer programs abroad are playing an increasingly important role in our overall strategy of international education at Boston College. They allow some students to go abroad who may otherwise be restricted during the semester, and they enable younger students to have an entry-level international experience that might eventually lead to a longer term abroad.

I believe there are significant faculty benefits as well. A summer program abroad may offer the chance to teach your expertise in a specific geographic setting or to innovate and collaborate with colleagues. For A&S faculty, Dean Greg Kalscheur also offers a grant program that allows for the combination of summer teaching and research activity.

Summer programs are generally three or six credit courses and span four to six weeks in length, respectively. Teaching faculty from all schools and disciplines can submit proposals. Summer programs count towards the students' graduation requirements. Anyone teaching a summer program abroad will receive a faculty summer salary rate, reimbursement for an economy round-trip airfare to their local destination and assistance in paying for housing; we will help defray other expenses with a specific stipend amount. The Office of International Programs will also provide administrative support, both here at BC and overseas.

Proposals are due **March 31, 2017**. To submit a proposal please follow instructions provided in the next few pages. You can also find submission guidelines on our [website](#). We hope that you will join us for one of two information sessions that will provide more details about the proposal process on Friday, January 20, 1:00 – 2:00 pm or Wednesday, February 8, 4:00 – 5:00 pm. Both sessions will be held in the Hovey House Library.

You are also encouraged to schedule a meeting with Erin Shevlin, Summer and Internships Program Manager, and/or me, so that we can provide feedback on your proposed program before the final proposal reaches our office. In addition, I encourage you to attend the second annual [Boston Intercultural Skills Conference \(BISC\)](#), to be held on-campus on **Friday, February 24, 2017**. Designed with faculty in mind, this year's conference will focus on the integration of intercultural learning at home and abroad, with special attention paid to diversity and inclusion. Our guest speaker will be Dr. Alma Clayton-Pederson, who developed the concept of inclusive excellence at the AAC&U.

Please do not hesitate to contact Erin (erin.shevlin@bc.edu) or me with any questions that you might have.

Best Wishes,

A handwritten signature in blue ink that reads "Nick J. Gozik".

Nick Gozik, PhD
Director, Office of International Programs
Director, McGillycuddy-Logue Center for Undergraduate Global Studies

Faculty-Led Program Proposal

Summer 2018

Instructions for Preparation and Submission

- Faculty are required to submit a program proposal each year that a program will be considered, but returning programs submit a significantly abbreviated version.
- Both the Office of International Programs (OIP) and the International Programs Committee (IPC) review proposals. The IPC is a standing committee comprised of faculty from across various disciplines and schools at BC.
- Departmental approval is a necessity for any summer program. Faculty are encouraged to reach out to department chairs to gain approval and support for their proposed program prior to submission.
- Faculty will be notified by June 1, 2017 with decisions.
- All BC faculty members are welcome to submit a proposal, regardless of department or rank.
- Faculty act as the director and primary contact for all aspects of a summer program, even when an onsite coordinator has been contracted to assist. In addition to teaching, faculty will 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 to erin.shevelin@bc.edu. Incomplete proposals will not be considered for review.

SUBMISSION DEADLINE: March 31, 2017

Faculty-Led Program Proposal

Summer 2018

Submission Checklist

RETURNING PROGRAMS

A complete proposal for any returning program will include the following:

To be filled out online:

- [Returning Program Proposal Form](#)
(bit.ly/returningproposal2018)

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

- Terms and Conditions 2018 (last page signed by faculty member and scanned)
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NEW PROGRAMS

A complete proposal for any new program will include the following:

To be filled out online:

- [New Program Proposal Form](#)
(bit.ly/newproposal2018)

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

- Draft Syllabus including readings, assignments, and session topics
- Terms and Conditions 2018 (last page signed by faculty member and scanned)

SUBMISSION DEADLINE: March 31, 2017



BOSTON COLLEGE OFFICE OF INTERNATIONAL PROGRAMS

Terms and Conditions for BC Faculty Leaders Teaching Summer Programs Abroad (2018)

Role of Faculty

The faculty member acts as the leader and primary point of contact for all related aspects of a summer program. This not only includes teaching responsibilities for the course but also consists of some management of other programmatic components outside of the classroom. These components could include but not be limited to the organization of in-country activities, excursions, housing, meals, budgetary issues, and involvement in emergency situations.

1. Teaching responsibilities

Faculty members teaching a summer course abroad must comply with Boston College contact-hour policy, which stipulates the teaching of 37.5 hours for 3 credit, 50 hours for a 4 credit, or 75 hours for 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.

2. Excursions and cultural 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.

3. Course promotion

Faculty are expected to advertise their specific program through departmental contacts, in the classroom, to non-BC colleagues, and by other creative means. The OIP will assist with the promotion through the study abroad fair, emails, information sessions, advisor meetings, social media, etc.

4. Mandatory pre-departure meeting

In late spring, 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.

5. Submission of final grades

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, and grades factor into students' GPA as regular BC courses. Faculty are expected to submit final grades for summer programs as soon as possible, but ideally by the final summer grading deadline the third week in August. If faculty are unable to submit grades by this time, they will need to submit an incomplete "I" grade for each student as a placeholder until the grades are finalized.

6. Summer course 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.

The OIP Support Structure and Resources

1. Role of the OIP

The OIP acts as the primary resource for all faculty planning a summer program abroad. 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.

2. 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.

Please note that the faculty member acts as the leader and primary contact for all aspects of a summer program, even when an on-site coordinator has been contracted to assist.

3. Risk Management: Assistance and support in emergencies

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. Additional resources are made available to faculty in written format and through a mandatory pre-departure workshop for all new faculty members, 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.

Program and Course Related Information

1. Curricular status of summer programs

Students may take up to two summer programs abroad during their time at BC and have the course connected to that program count towards graduation requirements as well as for major, minor or core requirements. Summer grades appear on transcripts (effective summer 2016) and are factored into students' GPA as regular BC courses. To receive academic credit, a student must earn at least a C- for a summer program abroad.

2. Minimum enrollment and cancellation policy

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.

3. Guest speakers

The OIP encourages 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 OIP Summer & Internships Program Manager well 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.

4. Grading policy

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.

Student Eligibility and Selection

1. Who can apply

Students must be in good academic and disciplinary standing in order to participate in summer programs. 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.

All participants in summer programs must be fully matriculated at an accredited institution of higher education at the time of participation in the course. For this reason, incoming freshmen are not eligible for participation in summer programs. BC graduating seniors are eligible to participate in certain circumstances and should contact the Summer & Internships Program Manager for more information. Summer programs are also open to students from other institutions. However, BC students must comprise of at least half of a given program enrollment.

2. 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* and *Boston College Summer Handbook*.

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.

3. Selection of students

Faculty leaders select students into their individual programs. Selection may be decided based on GPA, major, minor, class year, review of application essay responses, and a student interview. Applications are submitted between mid-October until the application deadline in early February and should be reviewed by faculty on a rolling basis.

4. Auditing and guests of students 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.

Faculty Compensation

1. Salary

BC offers a salary for summer courses taught abroad. The amount is adjusted, as needed, in consultation with the Provost Office. Please contact the Office of International Programs for the current rate.

2. 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.

3. 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.

Print name of faculty

Signature of faculty