**Stage One Application for Regular Short Courses**

***Due date: February 1, 2019***

***Response date from Study Away: March 1, 2019***

***Follow this set of guidelines for Regular Short Courses—courses that you develop individually for students within your program of study. If you are instead submitting an application for a Nexus Abroad Short Course—in which 3 courses (from each of the 3 colleges) are developed in tandem and are each designed for students completing their first year as undergraduates at Jefferson – East Falls—follow the “Stage One Application for Nexus Abroad Short Courses” guidelines.***

***For previously approved Short Courses seeking a renewal: Please fill out all sections marked “Required for all.” Remaining sections only need to be completed if there is a change from previous years.***

***Important: Please review the Application Process in the Study Away website’s section for Faculty and Advisors. Please respond directly to the questions provided. Proposals in other formats cannot be accepted.***

***Submission Instructions:*** Please email a completed version of this questionnaire to the following individuals:

1. Madeleine Wilcox, Director of Study Away Programs, madeleine.wilcox@jefferson.edu
2. Your Program Director(s)
3. Your Academic Dean(s)

Stage One consists of a three-part application. Upon receipt of the application, the Study Away Office will review the applications in tandem with Program Directors and Academic Deans. Only certain applicants will be invited to apply for Stage Two, which is more labor-intensive.

**Part 1: Qualifications of the faculty/staff members**

Every short course requires the participation of 1 faculty member and 10 students. More faculty can be added as student enrollment exceeds 10 students. A separate worksheet on Staffing Guidelines details how many faculty/staff personnel are appropriate for each class. For the application process, one faculty member will be the primary participant, while the second faculty/staff member will be included as the need arises. Courses that fail to enroll 10 students are cancelled, but they may be allowed to run if they team with a second short course that intends to visit the same destinations at the same time. In this case, the faculty member teaching the other short course will serve as the required second faculty member.

1. Name of the primary faculty member teaching the course REQUIRED FOR ALL:
2. Name of an additional faculty/staff member who will be co-chaperoning the course, if there is a need or no staff from provider REQUIRED FOR ALL:
3. Describe each faculty/staff member’s previous experience on this or similar courses:
4. Describe each faculty/staff member’s familiarity with the culture(s) visited on the course\*:
5. Pertinent language abilities
6. Previous living experiences in the countries to be visited or abroad
7. Previous teaching experience in these countries or abroad
8. Educational contacts in these countries, abroad, or in the field of international education
9. Other forms of educational preparation for leading a course in these countries or abroad
10. Past experience with supervising student travel or student life in past

\*\*If no previous experience in country, please identify an organization or partner that will provide additional logistical and onsite support and their qualifications:

**Part 2: Course details**

1. In what academic term of 2019-2020 will this course run (winter break, spring break, summer I (May-June), or summer II (July-August)? REQUIRED FOR ALL
2. What destinations do you expect to visit? Place the name of each tentative destination and the tentative duration of stay in each place (a thorough itinerary is required in Stage Two of the application process):
3. How many total days (with travel days to/from Philadelphia) do you expect will the course run? REQUIRED FOR ALL
4. Are you willing to team with another short course that may be interested in visiting the same destinations at the same time of year? This sort of collaboration could conceivably allow courses with enrollments under 10 students to run. REQUIRED FOR ALL
5. What academic status will the students taking the course have (graduate, 4th year undergrad, 3rd year undergrad, freshmen, etc.)? List all that apply. REQUIRED FOR ALL
6. What pre-requisites will there be for the course?
7. What is the title and description of the course?
8. Has this course already been approved by your College’s CEC? If not, are you confident that it will be approved by October 1, 2019? (A thorough course syllabus—with learning outcomes, required readings, required assignments, and a calendar of assignments—will be required in Stage Two of the application process.)
9. If the course has already been approved by the CEC, what is the course number(s) assigned by the Registrar? REQUIRED FOR ALL
10. What type of on-site interactions with local community will the faculty provide in the course? Do faculty have contacts in countries being visited that can be taken advantage of to arrange tours and/or special meetings?
11. How will your course address the Study Away learning outcomes listed below? (An assessment plan for your course will be required in Stage Two of the application process.)

Through participation on Study Away courses or semesters away, students should:

* + - Demonstrate knowledge of the political, economic, and/or cultural developments of a geographic region.
		- Apply resourcefulness and flexibility while attempting to adapt to new cultural environments.
		- Engage with and be open to people, ideas, and activities from other cultures as a means of personal development.
1. How do you envision the course and location will appeal to students? Indicate specific strategies for recruitment.
2. Short courses are serious and intense travel experiences abroad. Time commitments to students on Short courses extend far beyond regular teaching hours and are more extensive than when you teach on campus. While a spouse/guest is allowed to accompany you abroad (if approved), please be aware that he/she may be on their own a considerable amount of the time during your commitments. Also, note that minors under the age of 18 are strongly discouraged from travelling with faculty. Please indicate any concerns you have with these policies and procedures so we can address them at this stage:
3. Short courses require pre-departure and post-return sessions to prepare students for their travel and to assess and reinforce learning outcomes upon return. The Study Away Office requires health and safety orientation and encourages orientation focused on inter-cultural communication with the host culture. In addition to the faculty handbook, additional materials and trainings can be provided. What type of pre-departure and post-return activities would you include in your syllabus? What resources, materials, and support will you be requesting from the Study Away Office or other university offices or departments?
4. Short course management involves a substantial time commitment in the pre-departure phase. You will need to meet regularly with the Study Away office as you set up your program and prepare for your responsibilities. Are you confident that you will be able to devote sufficient time to plan for the course? In stage 2, you will be asked for more details to help with scheduling. REQUIRED FOR ALL

\_\_\_\_\_\_Yes

\_\_\_\_\_\_No Please explain constraints or concerns:

1. The Study Away Office assists with purchasing travel, accommodations, and health insurance but the faculty leader is responsible for arranging the program’s day to day logistics independently. Faculty leaders can also choose to worth with an outside provider to make travel arrangements, coordinate local activities, and provide additional support. Are you planning on engaging an outside provider to make in country arrangements for your course’s activities and/or travel? You will be asked to provide more detailed provider information in Stage Two of the application. The Study Away Office can provide a list of existing partners available to provide a wide variety of support. REQUIRED FOR ALL

 **\_\_\_\_\_ Yes and I am reaching out to the following provider(s):**

 **\_\_\_\_\_ Yes but I will need assistance with identifying potential providers.**

 **\_\_\_\_\_ I am currently weighing this option and would like additional information.**

 **\_\_\_\_\_ No, I will be coordinating the itinerary independently.**

**Part 3: Rudimentary budget information**

1) **Ten students** is the minimum number required to make a short course financially viable. Do you understand that your course will be cancelled if it does not meet this requirement? REQUIRED FOR ALL

**\_\_\_\_\_ Yes**

**\_\_\_\_\_ No**

2) A thoroughly itemized budget will be required in Stage Two of the application process, to demonstrate that your short course can be priced at or below the maximum costs:

- $3,500 for a 3-credit course in the Americas

- $5,000 for a 3-credit course in all other regions of the world

**At this stage, are you confident that you can abide by these limitations? REQUIRED FOR ALL**

**\_\_\_\_\_ Yes**

**\_\_\_\_\_ No**

The budget must include ALL of these items and assume an enrollment of 10 students:

1. Air travel to and from Philadelphia
2. All ground transportation while abroad
3. A minimum number of meals (at least one meal per day is recommended)
4. All education-related expenses (museum fees, excursions, etc.)
5. All travel expenses for 1 faculty member (at this stage of planning)
6. Any applicable faculty stipend[[1]](#footnote-1)
7. Short Course Fees:
	* A Study Away application fee of $30
	* Mandatory health insurance for students travelling abroad (approx. $15/week)
	* $50 international cell phone activation and use for each faculty member.
	* ***For winter term or spring break courses:*** a course administrative fee of **$500 per student** is charged ($250 is an administrative fee, and $250 is a contingency fee to cover unforeseen expenses due to currency fluctuations and emergencies).
	* ***For summer courses:***a course administrative fee of **$1000 per student** is charged ($500 is an administrative fee, and $500 is a contingency fee to cover unforeseen expenses due to currency fluctuations and emergencies).

**All Stage One applicants will be notified on March 1, 2019, whether their short course application has been selected to proceed to Stage Two of the application process. Decisions will be made collaboratively with the Academic Deans, Program Directors, and Study Away Office.**

1. If the faculty member is teaching the short course as part of her required course load, no stipend will be paid. If the course is an overload, a faculty member is entitled to a stipend. The Provost’s office has published guidelines for these faculty stipends, which must be applied on a sliding scale based on the extent of the faculty member’s teaching responsibilities and time committed to planning and administering travel arrangements. Please consult with the Faculty Coordinator for Short Courses and your MAO when determining your course’s appropriate stipend. Stipends will be processed after the short course returns and after all course expenses (with receipts and expense report) are processed. [↑](#footnote-ref-1)