Submitting a Proposal for a Faculty-Led Summer Rutgers Study Abroad Program

General Procedures:

Rutgers Study Abroad (RSA), as part of the Office of the Vice-President for Undergraduate Education and in consultation with appropriate academic units university-wide, facilitates and develops new study abroad programs for Rutgers University. We encourage study abroad program proposals from our faculty, academic departments, and schools. We welcome early, informal consultation by those seeking to propose a program in order to support program planning and encourage coordinated programming among departments/units. This packet details how to propose and prepare a faculty-led summer study abroad program.

Faculty review committees within RSA are responsible for evaluation of program and course subject matter and instructional delivery methods. Program proposals are submitted to the Dean of RSA, and once complete, are forwarded to the relevant review committees. Normally this entails two levels of assessment:
(1) within an appropriate RSA regional advisory committee (e.g., for Latin American programs, or Middle Eastern programs, etc.)
(2) within the RSA Executive Committee, which has the determining vote on new program adoption.

A faculty member interested in proposing a new Rutgers faculty-led summer study abroad program should assemble, for submission to the Dean of RSA:

- a completed program information page (attached)
- a narrative of no longer than five pages which provides details for the categories listed below
- a statement of support from the appropriate department chair/dean(s) outlining commitment to sponsorship of the program, i.e., within the academic and teaching mission of the department of unit
- a budget for the program (worksheet attached. Contact Kelly Bernstein, RSA Financial Coordinator, at 732-932-7787 for any questions.)
- the faculty member’s CV and proposed syllabus for the course

Narrative Instructions:

The relevant RSA faculty review committees typically assess a number of proposals at any given time; therefore, it is helpful if your narrative can explicitly address the following:

1. Purpose of the program in terms of program subject matter, learning objectives, instructional models, location, and a sense of precisely why teaching the subject matter on site overseas is critical. Be sure to include desired length of program; class size; and class meeting schedule.
2. Relationship, if any, to other Rutgers study abroad programs in the host country and in the subject matter area. Specifically address: a) opportunities for cooperation with other Rutgers programs and departments (or those of other universities) in the locale, and b) potential undesirable consequences of competing with established Rutgers programs for interested students. The RSA Programs Director, Lauren Randolph, can provide you with information concerning other programs.
3. Provide an overview of the types of and degrees to which field trips, host-institution faculty, and aspects of the host culture and environment will be woven into the program and
courses. Indicate nature and level of contacts already made. If you plan to use host country faculty/speakers, please detail who they are and their qualifications/credentials.

4. Describe plans for incorporating foreign language coursework into the program, if applicable.

5. Include a brief description of program environment and logistical arrangements that address issues of health, welfare, and security of students.

6. Detail the planned logistical arrangements, including student housing and meals, classroom space, and educational excursions.

7. Specify minimum, as well as desirable, student qualifications for participation in the program.

8. Estimate likely student enrollment initially and in subsequent years (cite evidence or basis for estimates); minimum enrollments needed to cover costs; contingency plans to cover financial losses.

9. Identify primary person(s) taking responsibility for recruiting students. Also provide a reasonably detailed description of the plan to be used for recruitment.

Submission Procedures:

The relevant faculty review committees examine and vote on proposed new programs on an ad hoc basis. In general, however, in order for a new summer program to be considered and approved in time for sufficient marketing, proposals should be submitted to the RSA Dean no later than the 1 April of the previous academic year.

Although this date may appear to be early, we need significant lead time because of the complexities of developing and marketing any new program. Proposals can be accepted after this date, but program publicity and marketing will be adversely affected by late program approvals.

Send completed proposal packages to:

Stephen W. Reinert
Dean, Rutgers Study Abroad
102 College Avenue
fax: 732-932-8659
e-mail: sreinert@rci.rutgers.edu
Proposed Program Summary Page

Today's Date:

1. Program Title:

2. Program Location(s):

3. Lead Rutgers Faculty Member(s):

   Campus Address:

   Phone:     Fax:   E-mail:

4. Sponsoring Department(s)/College(s):

5. Program Term:

6. Program Length: Proposed Dates:

8. Cooperating Institutions/Vendors (US and abroad):

9. Number of possible Rutgers credits awarded:

10. Type of program housing to be used or options available (check all that apply):

    (____) Host University Dormitories   (____) Homestays

    (____) Commercial hotels/ apartments  (____) Camping

    (____) Other (explain in narrative)

11. Anticipated student enrollment (min/max):

12. Majors from which students are likely to be drawn:

    ________________________  ________________________  ________________________
    ________________________  ________________________  ________________________

FOR RSA USE ONLY

_____ Program Information Page
_____ Narrative
_____ Program Budget
_____ Letter of support from Dean(s) or Dean(s)' Designees
_____ Letter of support from Chair(s)
Faculty-Led Program Timeline

1 April of year prior
- Optimal deadline for submission of new summer program proposal. The program proposal review process is rolling, so submissions may be made in advance of this deadline. Late submissions are accepted as well with the understanding that marketing and recruitment may suffer.

April through August
- The relevant faculty RSA review committees assess new program proposals and viable programs are approved, ultimately by the RSA Executive Committee.
- The Rutgers Study Abroad staff assists with program research for on site facilities and services.

September
- Depending on the nature of the program, program location, and familiarity with or available support in the area, the Programs Director and Dean may jointly recommend a preliminary site visit.
- Through a site visit or through local contacts, options for program facilities and services are assessed and negotiated, including student accommodation, classroom space, and local transportation providers. Evaluations are made concerning security and safety matters, student support (availability of help for the disabled; computing facilities; hospitals and doctors in the area; etc.). Material is gathered for recruitment efforts, such as photos. The program budget is refined in light of local support options.

October
- Program details are finalized and local facilities and services are secured. With on the ground structure in place, the following are finalized/activated:
  - Program cost
  - Enrollment minimums
  - A tentative syllabus
  - Any new courses submitted to the appropriate curriculum committee
  - Recruitment materials – brochure; flyer; web page; mailers (with mailing labels from appropriate list – academic or professional organization lists, etc.).
  - Program staffing/resident director
- This is the time to finalize/activate all of the above for continuing summer faculty-led programs as well.

November through February
- Recruitment:
  - Study abroad office student recruitment. On-campus recruitment includes evening information sessions; visits to residence halls and student group meetings; visits to select classes; ads in campus newspaper; flyers/posters; and targeted emailing and direct mail. National recruiting includes academic mailing list purchases for direct mail; posters; listings on online study abroad search engines; and advertising and sponsorships.
Faculty members have significant amounts of influence over students’ decisions to study abroad. In addition to the routine marketing we do, you will want to make outreach efforts during this time to students you know would benefit from the program, to your classes, to any student organizations you advise, to your colleagues at other institutions, at conferences you will attend, and on your department’s web site.

Students start to make summer plans as early as their Thanksgiving break and continue to plan until approximately spring break.

- **Deposits:**
  The study abroad office makes initial deposits to reserve housing or other in-country service-providers/vendors at this time.

**January**

- Once the fall term grades are available, admissions decisions can be made for student applicants for summer programs. Admissions decisions are communicated to students via email, mail, and our web site starting in mid-January.

**February**

- The study abroad office creates/updates pre-departure information for students (Program Guides) for dissemination to admitted students.
- In many cases, the study abroad office can activate the courses that will be used for summer programs; however, Summer Session may require that the course activation request come directly from the academic department.

**March**

- The study abroad office processes registration for enrolled students so that Financial Aid can award any available aid to these students.
- Faculty should identify books to be used for the summer study abroad program so that students can begin to order them. Faculty can also place book orders at the bookstore for summer courses at this time.

**April**

- **April 1:**
  Program cancellation decision can be made due to low enrollment, etc.
- **Course Packet**
  If the summer study abroad program course will require a reading packet, the packet should be assembled by early to mid-April so that we can submit the packet to a local copy shop in time for students to purchase it before they leave campus after exams in early May. Most copy shops require you to complete a form concerning permission for use of the articles included.
- **Site visit**
  Continuing study abroad programs with which the program director/faculty member is not familiar can usually support a site visit at this time.
- **Plane ticket**
  Faculty should work with the study abroad office to purchase a plane ticket for their travel to and from the program site. Rutgers University has preferred travel agencies and
a payment system with them so that you do not have to use your personal money for this purchase.

- **Student billing**
  The study abroad office sends out student bills in late April, due in mid-May. There is often some attrition in enrollment at this time.

**May**

- **Orientation**
  Pre-departure orientation for students and parents takes place on a Saturday in late April or early May. We try to orient as many of the summer programs at this same time as possible. We will give you the orientation date in early spring.

- **Operating expenses**
  The study abroad office wires money abroad at this time for operating expenses abroad, or to in-country vendors directly for payment for services. Study abroad also orders travel advances for summer program directors.

- **Reservation adjustments**
  Based on a more firm sense of enrollment, housing and other reservations are adjusted for gender and number.

- **Payroll**
  Study abroad will submit payroll forms for summer program directors and staff.

Summer programs begin to operate as early as late May through late July.