

Provost Initiative Summer Session Abroad Proposals for 2009

Summer Session Abroad Programs may be offered in first, second, both or for a whole summer session. They must be a minimum of six weeks and offer students six hours of credit for a single session and nine hours for a whole session. The number of courses per program may vary. For example, a six-week program may offer a single six-hour course, or it may offer multiple three-hour courses.

Proposals must be endorsed by both the faculty member's Department Chair and Dean and are due to Vice Provost Terri Givens (Main 201, G1000) by **March 1, 2008**.

Continuation of Existing Programs

Courses/programs that have strong faculty and partner organization relationships on-site, are cost effective to administer, meet annual enrollment targets, and receive positive course evaluations may be repeated. Please complete the **Continuing Program** form to confirm your Department and College's continuing commitment to sponsor this program.

Proposing a New Program

- 1) Contact the appropriate program coordinator (please see **Program Contacts** below) to schedule an individual appointment for application counseling.
- 2) Consult with academic advisors and course schedulers for compatibility of proposed courses with departmental and college curriculum.
- 3) Consult with department chair and college dean to seek support and gather their signatures.
- 4) Submit the endorsed proposal to Vice Provost Terri Givens (Main 201, G1000) by **March 1, 2008**.

Proposing a Course on an Existing Program

- 1) Consult with academic advisors and course schedulers for compatibility of proposed courses with departmental and college curriculum.
- 2) Consult with department chair and college dean to seek support and gather their signatures.
- 3) Submit the endorsed proposal to Vice Provost Terri Givens (Main 201, G1000) by **March 1, 2008**.

Existing Program Locations

Faculty may propose courses for the following Summer Session Abroad programs administered by the Study Abroad Office:

Cordoba, Argentina (Spanish and Portuguese)

Cadiz, Spain (Spanish and Portuguese)

Santander, Spain (Spanish and Portuguese)

Selection of Summer Programs

A cross-college committee will review the proposals and make recommendations to the Vice Provost, who will make the final selections. Questions central to the review process include the following:

- 1) Can the program be implemented safely and successfully?
- 2) Can the course(s) attain a minimum enrollment of 15-20 students? Can the program attain a minimum enrollment of 30 - 50 students?
- 3) Are the content and delivery of the course(s) enhanced by the international location?
- 4) How do(es) the course(s) fit with departmental, college and/or cross-college goals in international education?
- 5) Has the faculty member successfully taught the proposed course(s) or (a) similar one(s) at either UT Austin or an international course location?

- 6) Will the course contribute to a balanced set of offerings, including opportunities for different fields of study and students of different classifications?

Selection results will be communicated to the faculty, department chairs, and deans by **March 21, 2008**.

Faculty Support

UT's Study Abroad staff, in collaboration with on-site coordinators, will manage all logistics, including student services, for the Summer Session Abroad programs associated with this initiative.

Participating UT faculty members will be paid a salary equivalent to that of a normal six-week summer session course. The costs of their travel (both international and appropriate, program-related local), international medical insurance, accommodations, and other program activities will be covered. The Study Abroad Office will also provide a cell phone with attached usage restrictions. We regret that we cannot provide support for family members.

Timeline of Faculty and Study Abroad Office Collaboration

Faculty and Study Abroad Office staff work together closely throughout the proposal, program development, onsite, and program evaluation stages. The timeline below outlines the basic responsibilities of each stage.

February 2008:

- Prepare the proposal
 - For new program proposals, schedule an individual appointment with the appropriate Study Abroad program coordinator for application counseling
 - Consult with academic advisors and course schedulers for compatibility of proposed course(s) with departmental and college curriculum
- Consult with department chair and college dean to seek support

March 2008:

- Submit Proposal by March 1 deadline
- Selection results announced March 21

April 2008:

- Begin collaboration with Study Abroad program coordinator to develop program
- Familiarize academic advisors with the program and its course(s) so they can promote internally to students during registration advising

May-August 2008:

- Maintain e-mail contact with Study Abroad program coordinator as needed for further development of program logistics.

August-late November 2008:

- Participate in coordinated promotional and recruiting efforts
 - Attend promotional info sessions organized with Study Abroad program coordinator
 - Represent program at Fall Study Abroad Fair in September
- Promote internally to and through:
 - Faculty colleagues
 - Advisors
 - Class visits
 - In-house student organizations
- Begin reviewing applications

December 2008:

- Priority deadline for student applicants: December 1

- Review enrollments. Courses and programs with very low enrollments may be cancelled

January- mid February

- Continue promotions
- Represent program at Fall Study Abroad Fair in January
- Application deadline for student applicants: February 15

Late February

- Finish selecting applicants

March-April

- Attend pre-departure sessions
- Attend training workshop for faculty program leaders

May-August 2009

- Teach course and participate in all program activities
- Distribute Student Evaluations

August-September 2009

- Complete program report
- Attend recognition ceremony for faculty and student participants
- Study Abroad Office staff circulate a web-based evaluation to all Summer Abroad program participants
- Survey results will be shared with program faculty and select University officials

Program Team Contacts

Listed below are the names and contact details of the program team members. Also indicated are the geographical areas in which each has developed programs. Program coordinators are available by appointment 9 am-5 pm M-F. If you are proposing a new program, please e-mail to arrange an individual consultation.

David Holmes

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Program Coordinator
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More information about Study Abroad can be found on our website at www.utexas.edu/student/abroad