

EASTERN CONNECTICUT STATE UNIVERSITY
School of Continuing Education

Global Field Course Proposal Form

Faculty seeking to offer a Global Field Course are required to complete this form, attach the required materials, and obtain the signatures of the sponsoring department chair(s). Please refer to the *Guidelines for Global Field Courses: Domestic and International*, available from the School of Continuing Education, as well as information concerning the review and approval process.

Completed Global Field Course Proposal forms are due in the School of Continuing Education to the attention of Dr. Rochelle Giménez, Dean.

Term for which students will register:

___ Fall 20 __ _ ___ Wintersession 20 __ _ ___ Spring 20 __ _ ___ Summer 20 __ _

Inclusive Travel Dates: _____

Destination (cities and/or countries): _____

Program Title (if any): _____

Course(s) offered in conjunction with this course abroad program:

(Example: SPA 316: Spanish Civilization: 3 credits)

<u>Department</u>	<u>Course Number</u>	<u>Complete Course Title</u>	<u># of Credits</u>
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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<u>Instructor(s)</u>	<u>Title(s)</u>	<u>Phone Number</u>	<u>E-mail Address</u>
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_____	_____	_____	_____
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_____	_____	_____	_____
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Prerequisite(s):

Course number(s) and title(s): _____

Other: (e.g. instructor permission) _____

Pre-Departure class sessions will be held: _____

Post-Program Debriefing sessions will be held: _____

Target class size (minimum-maximum): _____ - _____ **students**

Program Design and Assessment

1. As a result of taking this course, what knowledge and skills are your students expected to gain? List 3-5 major course outcomes.
2. How does this course relate to general education, graduation and major requirements?
3. How does this course integrate with the curriculum of the sponsoring department(s)?
4. What is the rationale for offering this course in the particular proposed location?
5. How will students be prepared to understand and engage the host culture, and what opportunities are there for students to reflect on their cultural understanding?
6. What methods will you use to assess whether the course outcomes stated above have been met?

7. Schedule of Academic Contact Hours: Please indicate how the academic contact hours (i.e., 45 contact hours per 3-credit course) will be spread over pre-departure meetings, the overseas component of the course, and the post-return debriefing meetings.

Pre-Departure meetings: _____

Overseas Component: _____

Post-Return Debriefing: _____

Syllabi

Since Global Field Courses differ from campus-based programs in that they seek to integrate traditional classroom education with experiential learning, it is very important that you demonstrate how the travel experience enhances the learning objectives of course. Please specifically identify the lectures, readings, site visits, group discussion/reflection times, and cultural activities that are planned. Please provide a day-by-day outline of the course, indicating what academic and intercultural activities will be undertaken. Identify all time designated as “free time.”

Please attach a **separate course syllabus** for **each** course offering. For example, if you plan to offer ART 365 and SPA 316 for a total of 6 credits, two syllabi, one for each 3-credit course are required. Per the academic deans, proposals that do not include **separate syllabi for each course** offering will be rejected for revision.

Program Leadership

1. Estimate the percentage of on-site teaching and guiding that you will be doing yourself.
2. Will you be using guest lectures? If so, how will they be selected and used?
3. If there are more than one faculty members conducting this program, how will the responsibilities be shared?

Proposed Itinerary

	Destination/Location	Means of Travel	Overnight Accommodations	Academic Site visits	Cultural Sightseeing
Day 1	_____	_____	_____	_____	_____
Day 2	_____	_____	_____	_____	_____
Day 3	_____	_____	_____	_____	_____
Day 4	_____	_____	_____	_____	_____
Day 5	_____	_____	_____	_____	_____
Day 6	_____	_____	_____	_____	_____
Day 7	_____	_____	_____	_____	_____
Day 8	_____	_____	_____	_____	_____
Day 9	_____	_____	_____	_____	_____
Day 10	_____	_____	_____	_____	_____
Day 11	_____	_____	_____	_____	_____
Day 12	_____	_____	_____	_____	_____
Day 13	_____	_____	_____	_____	_____
Day 14	_____	_____	_____	_____	_____
Day 15	_____	_____	_____	_____	_____
Day 16	_____	_____	_____	_____	_____
Day 17	_____	_____	_____	_____	_____
Day 18	_____	_____	_____	_____	_____
Day 19	_____	_____	_____	_____	_____

Day 20	_____	_____	_____	_____	_____
Day 21	_____	_____	_____	_____	_____
Day 22	_____	_____	_____	_____	_____
Day 23	_____	_____	_____	_____	_____
Day 24	_____	_____	_____	_____	_____
Day 25	_____	_____	_____	_____	_____
Day 26	_____	_____	_____	_____	_____
Day 27	_____	_____	_____	_____	_____
Day 28	_____	_____	_____	_____	_____

(Continue on separate sheet if duration of program exceeds 28 days.)

Notes (i.e., suggestion of vendors, hotels, tour operators, airlines, etc.):

Program Description to be used in Promotional Materials (not to exceed 350 words):
(Attach an additional sheet if necessary.)

STATEMENT OF UNDERSTANDING

Program Cost and Due Dates

- The cost of the travel program, **exclusive of course tuition and fees**, is approximately
\$ _____, per person.
- A \$ _____ deposit is due by _____
Date
- The balance of \$ _____ is due by _____
Date
- **Tuition and registration fees** are **not** included in the travel program price and must be paid at the Bursar's Office by the student.
- **Cancellation deadline for students is:** _____
Date

For the budget worksheet, go to
http://www.easternct.edu/ce/documents/GlobalFieldCourses/GFC_Budget_Worksheet_for_Faculty_7-11.pdf If you would prefer an Excel file, please email Marie Hoffman at [mailto:hoffmanm@easternct.edu?subject=Budget Excel File requested for Global Field Course](mailto:hoffmanm@easternct.edu?subject=Budget%20Excel%20File%20requested%20for%20Global%20Field%20Course)

FACULTY SPONSOR/DEPARTMENTAL/PROGRAM SIGNATURES

I have read and agree to the terms, policies and procedures outlined in the Guidelines for Global Field Courses: Domestic and International.

Faculty Sponsor(s): _____

This course has the support and approval of the sponsoring department(s).

Department Chairperson's Name _____

Department Chairperson's Signature _____

Date _____

Department Chairperson's Name _____

Department Chairperson's Signature _____

Date _____

DEAN'S APPROVAL

If program involves faculty from two schools, both dean's must approve their respective faculty/courses.

Dean's Name: _____ Dean's Name: _____

Dean's Signature: _____ Dean's Signature: _____

Date: _____ Date: _____

Vice President for Academic Affairs Name: _____

VP's Signature: _____ Date: _____

THIS FORM AND ALL REQUIRED ATTACHMENTS SHOULD BE DIRECTED TO:



Dr. Rochelle Giménez, Dean
School of Continuing Education
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83 Windham Street
Willimantic, CT 06226
(860) 465-5279; e-mail: gimenezs@easternct.edu