

Global Field Course Proposal Form (Due Thursday, May 1, 2025 for Spring 2026 Courses)

Please be sure to discuss with your Department Chair and Department Course Scheduler prior to submitting and refer to the Guidelines for Global Field Courses document for important details concerning these programs models: <https://www.easternct.edu/global-learning/global-field-courses/draft-2024-25-gfc-guidelines-and-policies-revised-march-2024-4.1.24.pdf>

* Required

1. Please check the type of program you are proposing for 2024-25 *

- ☐ Full-semester Spring 2026 course with Spring Break 2026 travel component
- ☐ Full-semester Spring 2026 course with Summer 2026 travel component
- ☐ Other

2. Please indicate semester and frequency if this course has been or will be requested to run on a routine basis.

3. Faculty Instructor Name *

4. Co-Faculty Instructor, if applicable

Course Information

5. Destination (city/cities and country) *

6. Global Field Course Title (will be published; should clearly reference the main academic theme of the program) *

7. Courses offered in conjunction with this Global Field Course (Example Format: "ENG 205/Intro to Creative Writing/3 credits/Instructor Name/Course Prerequisites") *

8. Prerequisite courses required for this Global Field Course (Example Format: "ENG 100/College Writing/3 credits")

9. For Global Field Courses, the ratio of faculty to students is no greater than 1 to 14. Please indicate the ratio of faculty to students for this course. *

Global Field Course Learning Outcomes

10. Which of the following ELAC Learning Outcomes will be incorporated into your course?
Choose all that apply. *

- ☐ Creativity
- ☐ Critical Thinking
- ☐ Communication
- ☐ Ethical Reasoning
- ☐ Quantitative Literacy
- ☐ None of the above

11. Please indicate which discipline-specific Learning Outcomes from the home department will be incorporated into your course. *

12. Which, if any, of these common outcomes of global learning experiences apply to your course? Choose all that apply. *

- ☐ Experience with a foreign language
- ☐ An understanding of diversity of values, beliefs, ideas, and world views
- ☐ An awareness of one's own identity and culture
- ☐ A respect and tolerance for differences
- ☐ Coping with unfamiliar and challenging settings with resiliency
- ☐ None of the above.

Global Field Course Schedule

(Note: pay special attention to the academic calendar, major U.S. and overseas holidays, as well as local norms e.g. museum hours.)

13. Pre-departure on-campus meetings will begin on: *

14. Pre-departure on-campus meetings will end on: *

15. Total pre-departure contact hours: *

The value must be a number

16. The travel component of the course will begin on: *

17. The travel component of the course will end on: *

18. Total travel component contact hours: *

The value must be a number

19. Post-travel on-campus meetings will begin on:

20. Post-travel on-campus meetings will end on:

21. Total post-travel on-campus contact hours:

The value must be a number

22. Total contact hours for entire course: *

The value must be a number

Course Description and Syllabus

Description

Please attach a 500-word maximum description that richly describes your Global Field Course. Include the program title, primary academic theme, curriculum, and the major cultural and historical points of interest you will incorporate into your course. Photos welcome. This description will be used in print and website media internally and for public release.

Your description will be the most compelling means of recruiting students to your Global Field Course. Please do not *promise* specific activities/excursions but rather use language to suggest possible options for the itinerary.

Syllabus

Upload a draft syllabus for your Global Field Course. Final Syllabi are due on the first day of the relevant semester.

23. Please upload your Global Field Course description *

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Upload file

File number limit: 1 Single file size limit: 100MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

24. Please upload your Global Field Course draft syllabus *

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Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Tentative Program Itinerary and Budget

Please provide a tentative itinerary for your program, including your dates of departure and return, the dates when you change cities/locations, destination for each day, location of the nightly lodging, and any excursions or academic site visits tentatively planned. Final itineraries will be due to the Office of Global Field Courses according to the following schedule:

- Final itineraries for **spring break travel-component programs** are due December 1, year prior
- Final itineraries for **summer travel-component programs** are due February 1

NOTE: We strongly encourage early submission of final itineraries.

Using the template below, complete a preliminary itinerary. Also, please complete a preliminary budget using the spreadsheet template found here: <https://www.easternct.edu/global-learning/global-field-courses/global-field-course-budget-template-24-25.xlsx>. These will be used to:

- Establish the **tentative budget** for your program.
- Calculate the per-student cost of your program; and
- Initiate a contract with the external agencies that will provide logistical services. Please note that Airbnb is not an authorized lodging option. Groups should plan to stay in hotels or motels and work with Collegiate Travel Planners on arranging bookings unless other arrangements have been approved.

In all cases, the Office of Global Learning will make the final determination concerning financial arrangements, including airfare, vendors, excursions, and accommodations. State and Eastern regulations, strict vendor deadlines, and fluctuating currency rates mandate cost efficiency and early decisions.

Deposit due dates and Course Cancellations will be determined by the Office of Global Field Courses in consultation with the faculty instructor.

25. Which Travel Service Provider are you planning to request travel estimates from? *

- ☐ Collegiate Travel Planners (CTP)
- ☐ International Studies Abroad (ISA)
- ☐ Center for International Studies (CIS)
- ☐ Sanditz Travel Management (Note: Sanditz is unable to book lodging for group travel)
- ☐ I am requesting an exception to book through a different provider

26. If you're requesting an exception to book through a different provider, please explain.

27. Please upload your tentative program itinerary using the following template: <https://www.easternct.edu/global-learning/global-field-courses/global-field-course-itinerary-template-5.xlsx> *

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

28. Please upload your proposed estimated budget using the following template: <https://www.easternct.edu/global-learning/global-field-courses/global-field-course-budget-template-24-25.xlsx> *



File number limit: 1 Single file size limit: 10MB Allowed file types: Excel

Acknowledgements

29. By checking the following boxes, I'm acknowledging that I... *

- ☐ Have read the updated GFC Guidelines
- ☐ Must book through a Travel Service Provider
- ☐ Will follow the ratio guidelines
- ☐ Will follow the payment guidelines
- ☐ Will meet with the Global Learning Coordinator monthly

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