

Faculty Guidelines
for
D-Term Study Abroad Courses

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I. Guidelines and Procedures for Development of Short-term Study Abroad Courses during D-Term

**Step One: Developing a Course Proposal
(Winter/Spring Term through D-term, 24-12 months ahead)**

All proposals for courses to be taught out of country should reflect departmental and College academic interests and requirements, providing a clearly appropriate international dimension and rationale for the selected site(s). All study abroad courses are now designated at three levels: GLS 160, GLS 260, GLS 360, and GLS 362. Only courses that fulfill the ACR-Intercultural requirement can be designated as GLS 362. Courses can be offered for 2.0 or 3.0 credits.

The course should be devised primarily for undergraduate students at North Central College, although graduate students may enroll as long as appropriate credit and assignments can be given to each student. In any case, all participants must be enrolled for credit in the course; students may not enroll for zero credit or as auditors, and no outsiders are allowed to accompany the group beyond the faculty instructor(s), a designated staff assistant, and registered students.

The proposed program should be clearly related to the professional interests of the faculty member(s) who will be leading it.

- (1) **Discussing Preliminary Ideas:** When a faculty member has an idea for a D-Term abroad course, he or she should first consult with the director of international programs. In that discussion, (1) administrative arrangements, (2) other College programs, and (3) possible connections with already established out-of-country universities or programs will be considered.

After this preliminary discussion, the proposer should then meet with the appropriate department chair or program coordinator to discuss the place of the suggested course in the department's planning and future scheduling.

- (2) **Making a site visit:** if a faculty leader would like to visit a proposed site for a D-Term course, he or she may apply for a FPDC summer grant to make that journey. However, the application must include more than course preparation as rationale for the grant; it must argue that the proposed site visit is also part of long-term research or course development. Applications for such proposals are due the first Friday of each winter term.
- (3) **Proposing a course:** All D-term study abroad courses must be labeled as one of these four: GLS 160, 260, 360, or 362. The first three may carry either 2 or 3 credits, depending on the discretion of the instructor. **GLS 362** is reserved for an **ACR-Intercultural** course. All course proposals should be prepared with the assistance of the director of International Programs and submitted to the coordinator of Global Studies. Courses that are to be designated as Humanities or Social Science general education courses or as All-College Requirement-Intercultural courses must also be approved by the General Education subcommittee of APPC. The deadline for all course proposals is the eighth week of fall term, one year and three months ahead of the proposed D-term course. Before the GLS director makes the final approval, proposers need to consult with him or her, being sure to leave adequate time for any other approvals requested, i.e., Humanities or Social Science course designations or team-teaching. Course proposals should include the following:

- 1) a brief course description
- 2) preliminary itinerary
- 3) proposed title
- 4) estimated cost per student (based on group of 10)
- 5) number of credits (2.0 or 3.0)
- 6) designation for general education to be requested, if any:
Humanities, Social Science, or ACR-intercultural (for required 3.0 credits)
- 7) request for team-teaching (if desired)

The course description should include a clear explanation of how the proposed course (a) makes significant use of the chosen site, (b) includes many opportunities for students to interact with members of the local community, (c) uses guest lecturers, trained guides, or other local informants to speak and interact with students, (d) schedules adequate pre-departure time to be devoted to cultural learning (15 hours minimum), and (e) includes ample required written reflection exercises or assignments both during and after the course.

- (4) **Approving the Course:** all proposals will be considered by the International Programs Committee late in fall term, one year ahead, once they have been approved by the GLS director and—if needed—the APPC subcommittee or the Dean of Faculty. Selected courses will then be transmitted to an administrative council, made up of academic deans and the director of international programs. Based on these consultations with the International Programs Committee, the director of international programs, the Dean of Graduate and Continuing Education, and two Associate Academic Deans, courses will be selected based on distribution across divisions, departments, instructors, global regions, and course levels. Anticipated student interest and estimated costs will also be considered.

Step Two: Getting a Course Proposal Approved (D-term-Winter Term, 12-11 months ahead)

Once the preliminary course proposal has been approved, faculty leaders will need to be sure that the following optional requirements are taken care of:

- (1) **Approval for an intercultural ACR:** if the course will be taught in an existing shell for an intercultural ACR or if it is a new proposal for an ACR, then the description of the new course must be approved by the sub-committee on general education for APPC; see Appendix III for documents that detail ACR requirements and learning outcomes.
- (2) **Approval for Humanities or Social Science General Education Requirements:** if the proposed course is designed to meet either a humanities or social science requirement, the proposer must apply for such designations through the General Education Subcommittee of APPC.
- (3) **Approval for team teaching:** if two faculty members are proposing a course and want to apply for 1.5 the normal credit, they should apply for team-teaching approval (see form in Appendix IV).
- (4) **Selection of an assistant:** the College will assist the faculty in finding a staff member who can travel with the group, following the Service Leave Policy. Once the course is approved, the process of finding and selecting the appropriate staff member begins in the Office of International Programs.

Step Three: Placing the Course in the Schedule

(D-Term-Winter Term, 13-12 months ahead)

Once all courses have been reviewed and approved by the Office of International Programs and the appropriate departments, committees, and offices, the director of international programs will be responsible for having them placed in the schedule.

**Step Four: Making Arrangements and Preparing a Budget
(due Friday, Week 3, Winter Term, 11 months ahead)**

It is the responsibility of the faculty member to make the required arrangements; the Office of International Programs (OIP) will assist in making any contacts in areas where the College already has connections. At this time, more specific details will be required:

- 1) Rough outline or syllabus
- 2) Preliminary itinerary
- 3) Suggested class meetings before and after the study abroad program
- 4) Distribution of class hours and field trips to meet minimum requirements: 42 contact hours for 3 credits; 28 for 2 credits
- 5) Desired number of student participants (10 minimum required)
- 6) Special health requirements
- 7) Visa requirements, if any
- 8) Budget for 20, 15, and 10 students

A form ("Final Course Information") including all of this information is available in Appendix II.

Budgets should include all land costs to the student and estimated costs for airfare. Using the OIP worksheet (see Appendix V), proposers should work out basic costs:

- 1) Estimated airfare (roundtrip)
- 2) Land fees (including visa costs, vaccination fees, hotel, food, transportation, admission fees, lecturer fees, and estimated tips)
- 3) A suggested program fee based on land fees (#2 above) plus 10 percent (for 10 students) of faculty costs (airfare, \$25 per diem food costs, and land fee) plus \$100 administration fee (to cover fluctuations in exchange rates, tips, and unforeseen expenses).

An estimated cost for a student's personal expenses should also be suggested, but not included in the budget itself.

Step Five: Promoting the Course, Collecting Fees, Setting up an Account and Refund Policies (Winter/Spring terms, 11-8 months ahead)

(1) Meeting (Winter Term, Week 6): Faculty leaders will meet with the director of international programs and business office staff to review the budget, business office procedures, and promotional activities. Faculty will be instructed about how to request that the College pay an airline out of this account. It is the instructor's responsibility to contact students and let them know when the balance for the airfare will be due, usually a date set up 60 days before departure, thus normally falling in late September or early October.

(2) Refund Policies: Airfare

Working with the travel agent, airline representative, or third-party vendor, **the instructor should set up a refund policy for airline fees.** The students MUST be informed of this procedure at their meetings with group leaders in spring term. One such procedure (based on one airline's policies) looks like this:

- 1) *If a student drops before* October 15, all but \$500 of the remaining airfare balance is refunded.
- 2) *If a student drops between* October 16 and November 1, 50% of the remaining airfare balance is refunded.
- 3) *If a student drops after* November 1, 100% of the remaining airfare balance is forfeited.

(3) Refund Policies: Program Fee

Students MUST be informed (in each information session) that once they are registered for the course, their non-refundable \$400 deposit will be due October 15. After that, the following refund schedule will be in effect:

- 1) *If the student drops before* November 1, 50% of the remaining balance of the program fee is refunded.
- 2) *If the student drops after* November 1, 100% of the remaining balance of the program fee is forfeited.

Please note: students are billed for the program fee in late November, since D-Term courses are part of Winter Term. Faculty leaders will need to check their rosters immediately after the November 1 deadline. If a student has dropped, his or her name and the date of the drop must be immediately reported to JoAnn Krisch in the Business Office (jckrisch@noctrl.edu), ext.5689.

**Step Six: Holding Information Sessions and Gathering Documents
(Winter/Spring Terms)**

In **Week 8 of winter term**, information sessions will be held for each course in which faculty can explain their plans, deadlines for passports, payment schedules for the airfare, and deposit/refund policies for both the airfare and the program fee.

Students have until **Friday, Week Two of spring term** to register and pay their airfare deposits. Up until that date, students may register on a first-come, first-served basis by

- (1) obtaining a green ADD slip from the course professor
- (2) taking the signed slip to the Office of International Programs where they complete a course application and pay the deposit by
 - (a) cash
 - (b) check (payable to *North Central College*)
 - (c) credit card in person or by phone

After **Week Two of spring term**, students can continue to register until the course is filled. They will then be placed on a waitlist according to their total registered credits at the College, giving upperclassmen the first spots on the list.

After **May 15**, if a course does not have at least 12 (twelve) students registered, the course will be cancelled, and the airfare deposit for registered students will be refunded.

Once students are registered, faculty should arrange to meet with them at least once before the end of spring term. At that time, students need to be reminded that photocopies of their photo ID and signature page of their passports OR proof of a passport application must be turned in to the Office of International Programs by Friday of Week 10, Spring Term. After this date, no students will be allowed to remain registered without proof of a passport or passport application.

**Step Seven: Collecting Airfare Balance, Attending Safety/Health
Information Sessions and Holding Pre-departure Orientation Sessions
(Fall Term)**

- (1) **Collecting Airfare:** faculty leaders need to be sure that students know what their deadline is for paying the balance of the airfare in fall term; they must pay that balance at the Office of International Programs no later than **Friday of Week 3**.
- (2) **Faculty Meeting:** Faculty leaders will meet once during fall term with the Director of International Programs, the Risk Management Coordinator, and the Director of the Wellness Center to go over safety and health regulations.

Each faculty member will be provided with NCC's Emergency Response Manual.

- (3) **Pre-departure Orientations:** Faculty leaders should prepare at least two pre-departure orientation sessions to go over all details of the course—an early meeting to review payment procedures and a later one to cover expected behavioral rules, cultural differences, culture shock, and the basics of intercultural communication. Students should be engaged in as much reading and discussion about the target culture as possible before departure.
- (4) **Waiver and Health Forms:** at the first pre-departure session, students should fill out the College's required waiver form and health information sheet and also provide emergency contact information (including e-mail addresses).
- (5) **By Friday of Week 8, Fall Term,** these forms should be submitted to the Office of International Programs
 - the original liability waiver
 - two copies of the health forms (faculty leaders should keep the original)
 - itinerary and emergency contact form (see Appendix VI)

II. Summary Timeline

The guidelines outlined above fit the following timeline:

- (1) **Spring Term (5 terms ahead):**
 - (a) Preliminary course proposal to Office of International Programs
 - (b) Discussion with director of International Programs
- (2) **Fall/D-Term (4 terms ahead)**
 - (a) Course proposal submitted to Global Studies coordinator, APPC, and other governance committees (if required).
 - (b) Course proposal approved and returned to director of International Programs
 - (c) Course proposal submitted to Dean of Graduate and Continuing Education and Associate Deans for Academic Affairs for approval before being included in the course schedule.
- (3) **Winter Term (3 terms ahead)**
 - (a) Meeting to prepare budgets and program fees.
 - (b) Meeting with staff in business office to set up accounts and review procedures
- (4) **Spring Term (2 terms ahead)**
 - (a) Information sessions and course promotion
 - (b) Student airfare of non-refundable \$300 due May 15.
 - (c) Meeting with students to review timeline and deadlines for balance due and refund policies for both airline and program fees.

(5) Fall Term (1 term ahead)

- (a) Orientations with enrolled students; forms filled out at last pre-departure orientation session
- (b) Student airfare balance due Friday of Week 3
- (c) Student program fee deposit of non-refundable \$400 due Oct.15
- (d) Meeting with director of international programs, risk management coordinator, and director of the wellness center to review insurance, health and safety procedures

(6) Pre-departure (one week ahead)

Faculty leaders turn in copies of (1) passport pages, (2) health forms, and (3) liability waivers to the Office of International Programs.

(7) Post-study abroad (winter term after return)

- (a) Faculty are expected to meet at least once with students upon return to campus in winter term; at that time, final assignments should be clarified, deadlines reviewed, and course evaluation forms completed. Students may choose to participate in re-entry activities set up for those returning from semester programs.
- (b) Faculty have until Week 5 to turn in final grades for the D-Term study abroad course

III. Faculty Salary and Expenses

- **Salary:** NCC faculty will be paid according to overload schedules, based on the number of credits each proposed course is carrying. Faculty who wish to teach with another colleague have two options: (a) share the 3 credits between them or (b) apply for team-teaching approval should apply for team-teaching designation (see document in Appendix II).
- **Airfare, lodging and food:** In addition, the airfare, land fees, and per diem (\$25) food expenses will be covered by the student program fee. Faculty leaders will apply for cash advances to cover any expenses that are not pre-paid.
- **Cell phones:** the Office of International Programs will provide two cell phones for each course (one for the faculty, one for the assistant). They are intended for use ONLY by the group leaders— for communicating with each other, making arrangements on site, and dealing with crises or emergencies.

IV. Health and Safety Procedures

- Students must complete an NCC liability release form and a health form at the final orientation session before leaving; copies of both, along with copies of the signature and ID photo pages of passports, should be taken to the Office of International Programs no later than one week before departure; they will be distributed to the appropriate offices from there.

- Students must provide 3 photocopies of the ID page of their passports; one copy should travel with the supervisor, one should be left in the Office of International Programs, one should be given to a fellow traveler.
- Students will be provided with an NCC emergency calling card.
- Students will be required to attend two pre-departure orientation meetings.

V. Recruitment and Marketing Responsibilities

Each supervising professor is in charge of marketing and recruitment for his or her program; the Office of International Programs will assist in the process by producing one introductory large poster of all programs scheduled for the same time period. Individual flyers for each proposed course should be produced by faculty, using resources in their own departments. Ideally, marketing should begin at the start of the spring term when students register for courses for the following year. Special notes can also go out to advisors and selected groups of students as part of the process.

VI. Withdrawal and Cancellation Fees

As outlined above, each professor will need to determine a timeline for each course, making clear what the consequences are for students who withdraw after a certain date. A clear refund timeline for both airline fees and program fees must be shared with students before they leave for summer. Deposits for both airline fees (\$300 in spring) and program fees (\$400 in fall) are non-refundable.

VII. Sample Budget

This budget was used for a GLS 365 course to Berlin, Germany, D-Term 2008:

- Estimate airfare: **\$700**
 - Estimated land expenses: **\$1520**
 - Hotel: \$960
 - Food: \$40
 - Ground Transportation: \$310
 - Admission fees: \$160
 - Lecturers/guides/classroom fees: \$50
 - Projected Program Fee (based on 10 students): **\$1880- \$2140**
 - Faculty and staff airfare: \$70 pp. (\$140)
 - Faculty food per diem: \$38 pp. (\$76)
 - Faculty land expenses: \$152 pp. (\$304)
 - Administration fee (conversion rate changes, tips, unexpected expenses): \$100.00
- Total Program Fee for Student with 1 Faculty: \$2260
 Total Program Fee for Student with 2 Faculty/Staff: \$2520
Total Cost for student: \$2960-\$3220

APPENDICES

- I. Final Course Information**
- II. Budget Worksheet**
- III. ACR-Intercultural Course Description and Learning Outcomes**
- IV. Team-Teaching Application Guidelines**
- V. D-Term Travel Itinerary and Contact Information**

I. Final Course Information (5 sections)

This form is due to the Office of International Programs (OIP) by **Friday of Week 3 in winter term**. It is the responsibility of the faculty member to make the required arrangements; the Office of International Programs (OIP) will assist in making any contacts in areas where the College already has connections.

Section 1: Proposed Syllabus (please attach)

Section 2: Preliminary Itinerary (please attach)

Section 3: Suggested class hours before, during, and after the study abroad program

Number of classroom hours before leaving	_____
Number of lecture/field trip hours on site	_____
Number of classroom hours upon return	_____
Total hours.....	_____

(42 hours needed for 3 credits; 28 hours for 2 credits.)

Section 4: Desired Number of Participants

Maximum number of students permitted: _____ (minimum is 10)
Rationale for limited number (present maximum for ACR-Intercultural is 25, for other 100- and 200-level courses, it's 35; for 300-level, it's _____)

Section 5: Special health or visa requirements

Immunizations needed? Yes ___ No ___ If yes, which immunizations?

Visa needed? Yes ___ No ___ If yes, what kind of visa?
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II. Budget Worksheet

Worksheet for Budgets/Student Program Fees for D-Term Study Abroad Courses

I. Airfare estimate \$ _____

II. Land Expenses \$ _____

1. Visa \$ _____

2. Vaccinations \$ _____

3. Hotel \$ _____

4. Food \$ _____ [Please note which meals are included: _____]

5. Transportation \$ _____

i. City system \$ _____

ii. Intercity trains/busses \$ _____

iii. Cabs \$ _____

6. Admission Fees (cultural sites/museums) \$ _____

7. Lecturer fees \$ _____

8. Estimated tips \$ _____

III. Student Fees (Program Fee) (not including student airfare) [based on 10 students]

1. Land costs \$ _____

2. Group Leader (s) cost: 10% per person for each of the following expenses: airfare _____ + food (\$25 per diem) _____ + land _____ = \$ _____

3. Administrative fee (exchange rate fluctuation/tips): \$100.00

Total Program Fee (adding 1, 2, and 3 above) per student: \$ _____

Total Cost for Student: Airfare (I) +Program Fee (III): \$ _____

III. All-College Intercultural Seminar

3 Hours

Prerequisite: Jr. Status

The Intercultural Seminar is characterized by:

1. A single topic considered from a multi-disciplinary perspective; and,
2. Issues considered from a global, international, and/or multi-cultural position.

The course will stress looking at a single topic from a multi-disciplinary perspective. Of primary importance will be a consideration of issues from a global, international, and/or multi-cultural position. To take a **multi-cultural** perspective is to recognize how the mosaic of cultures and subcultures which compose North American societies offer multiple viewpoints which enrich our understanding of contemporary challenges. To take an **international** perspective is to recognize how the position of other cultures on issues is influenced by their language, values, history and current position in the world of nation/states. To take a **global** perspective is to recognize how a wide range of critical problems facing the world today require global, as opposed to national or regional solutions. For example, courses which focus on poverty, pollution and the depletion of scarce non-renewable resources would require the multiple disciplinary perspectives outlined above.

Additional Guidelines for Intercultural Seminar Courses:

1. To encourage students to continue to study in a variety of disciplines, these courses should require minimal, if any, prerequisite coursework. Prerequisite courses that are required should ordinarily be survey courses at the introductory levels.
2. To provide a seminar that is genuinely intercultural, it is assumed that global, international and/or multi-cultural material will be infused throughout the course, rather than simply appended discretely to the course.
3. ACR seminar courses should reinforce general education skills by emphasizing and evaluating critical thinking, writing, oral communication and research skills.

Questions about these courses may be directed to the *Coordinator of Integrative Programs*. Proposals for new course satisfying these requirements as well as revised courses should be directed to the *Coordinator of Integrative Programs*. Proposals may be submitted by departments or programs using the Curriculum Proposal Form found on the Faculty Resource page. Once reviewed by the Coordinator in conjunction with APPC's general education subcommittee, proposals should be submitted to APPC.

ACR-Intercultural Requirement Learning Outcomes

Each course meeting the ACR-Intercultural requirement for general education must fulfill the following learning outcomes such that students should be able to:

- Compare and contrast certain beliefs, values, and/or assumptions of at least two different cultures either inside or outside the borders of the United States;
- Articulate and apply to specific situations a multi-cultural, an international, or a global perspective;
- Identify how two or more academic disciplines approach a multi-cultural, an international, or a global problem or practice.

IV. Team-Teaching: Approval Process & Guidelines

Overview:

Team teaching, in its most basic form, involves single courses taught by two faculty. In practice, team teaching has been employed as a pedagogical strategy for heightening an awareness of multiple perspectives or different forms of expertise in a variety of settings and through a diversity of formats. At North Central College, interests in pedagogical innovation and in integrative and interdisciplinary study have prompted experiments with various degrees of partnering and team involvement. Faculty development at North Central routinely supports faculty learning communities and collaborative scholarship. However, individual decisions to team teach affect a wide range of policy and resource issues. The following policy statement offers guidelines, criteria, and a process for team-teaching requests that affect the total workload credit routinely applied to a single course taught by one instructor.

Guidelines:

Team Teaching, for the purposes of applying North Central College workload policy, is defined as a situation in which two instructors jointly teach a class, but together receive credit beyond the credit hours normally assigned to a single instructor teaching the same course with the same student enrollment. In order for a course to be designated as team-taught, the instructors must receive formal approval from the Dean of Faculty. Approved team-taught courses will receive 1.5 times the normal credit hours of the course (e.g., an approved team-taught three credit hour course will receive 4.5 credit hours of instructor credit). The total credit credits hours will normally be split evenly among the instructors; however, the instructors may request an uneven distribution of the credit if they deem it to be justified.

Instructors seeking team-taught status for a one-time offering of a course or for continuing delivery of the course as team-taught must first consult with their department chair(s), as well as their division chair if they are from the same division, or, if the instructors are from different divisions, with each of their division chairs. After consulting with the appropriate department and division chairs, the instructors will write a formal request directed to the Dean of Faculty explaining the rationale for designating the course as team-taught and forward it to their division chair(s). The division chair(s) will then send the request, along with a recommendation for or against approval, to the Dean of Faculty for final consideration. In general, faculty considering requesting that a course be designated as team-taught should keep the following criteria in mind before proceeding. Formal requests will be expected to address these criteria in a convincing fashion:

1. The nature and topic of the course must be such that a compelling argument can be made that the expertise of more than one faculty member is imperative and a significant enhancement to the learning environment.
2. Except in very rare cases, the two instructors should be from different disciplines and bring different and unique perspectives that are critical for properly covering the course's material.
3. Both instructors are expected to attend all class sessions and to participate in all facets of the course design and delivery.
4. A team-taught course should have an expected enrollment of at least 20 students, with lower enrollments acceptable during the first or second time such a course is offered.

Instructors seeking team-taught status for a single offering of a course or for continuing delivery of a course should seek approval no later than fall term of the year prior to the academic year in which the course is to be offered.

These guidelines are specific to the most common type of collaborative teaching at North Central College. Requests pertaining to other types of collaborative teaching will be handled on a case by case basis. The College may periodically review its approach to team-teaching as part of its assessment of the academic program and its exploration of pedagogical innovation.

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V. D-Term/Summer Trips Travel Itinerary and Contact Information Form

D-Term/Summer 20_____

Course/Program Name: _____

Destination: _____

Faculty Contact Name: _____

Note to Instructors:

Does your secretary have an email list to contact parents? _____

If yes, please contact your secretary upon arrival and ask that an email be sent to parents to let them know of your safe arrival. If not, please instruct students to contact parents upon arrival to destination.

Please list your secretary's name, email, and phone number for parents to use in case of emergency:

Name: _____

Phone Number: _____

Email: _____@noctrl.edu

Departure Date: _____

Departure Flight Itinerary – include all flight #'s, times, and Cities:

Return Date: _____

Departure Flight Itinerary – include all flight #'s, times, and Cities:

Please list by date, your location, accommodation, and contact information. Please also make sure you are checking your email while you are away in case we need to get in touch with you.

Date(s)	Accommodation	Contact (hotel phone number)

Please use the back of this page if necessary.

