

Program Proposal Form

Please submit this form along with 1) a copy of your syllabus/draft schedule & 2) letter of support from your home department to Aliko Dragona, Faculty Director, Academic Programs, Global Learning Hub, Global Affairs, apdragona@ucdavis.edu

Submission deadline: February 10, 2020, by 5:00PM

INSTRUCTOR INFORMATION

Name _____ Email Address _____
Campus Phone _____ Job Title at UC Davis _____
Department _____ Dept. Phone _____

PROGRAM

Title _____

Type Traditional Summer Abroad Seminar (intersession)

Descriptions of programs types are available at globallearning.ucdavis.edu/faculty/proposals

Proposed Program Dates/Terms _____

City and Country _____

Course(s) (e.g. ENL 149) _____

Note: Summer programs generally include one lower- or upper-division course in the subject area of the program as the core element; and a second 198 course (P/NP) for field trips or field study (a total of 8 units). For seminars, faculty may use a core course and/or Directed Group Study course (total of 2-6 units).

How often would this program be offered? yearly every 2nd year

If Seminars, during which intersession would it be offered? winter break directly before Fall Quarter directly after Spring Quarter

When would you like to begin this program? _____

What is the maximum number of students that your program will accommodate? _____

Note: Typically programs have a maximum of 30-32; lower is possible if circumstances warrant it.

Program Description: Briefly describe the program in terms of subject matter, learning outcomes, instructional models. Don't hesitate to use descriptions intended to encourage students to participate.

Relationship to existing Study Abroad portfolio: How does your program complement the existing portfolio of Study Abroad options? Is the topic and/or location not covered in the portfolio? If there are already programs offered in your proposed location or field, explain how you intend to differentiate your program and how to minimize competition with existing programs.

Field trips/experiences: List out-of-classroom activities that will be a part of the program and describe their relation to the content of the courses and/or local history, culture, natural setting, etc.

Guest lecturers: If you will be using guest speakers for the program, list their names and credentials. Indicate nature and level of contacts already made. Please note that while guest lectures may occasionally be used for course content, the majority of instruction **must** be delivered by UC Davis faculty.

Global learning outcomes: In what ways will you incorporate intentional global or intercultural learning experiences and activities into the program?

Location rationale: What advantages (academic, professional, experiential, cultural) come from teaching this course at the selected location?

Local expertise: Describe your experience living, working, or traveling in the location.

Logistical arrangements: Describe logistical arrangements that have already been explored, for student housing and meals, classroom spaces, coordination of field trips, etc.

If you have already engaged contacts for student housing, please provide their names, phone numbers, & email:

Accommodation Name: _____ Phone Number: _____

Email Address: _____ Address: _____

Accommodation Name: _____ Phone Number: _____

Email Address: _____ Address: _____

If you have already engaged a local travel agent to support the logistics of field trips, such as reservations for buses, hiring of guides, etc., please indicate their name and contact information (including website):

Travel agent/provider: _____ Contact Name: _____

Email Address: _____ Website: _____

Health and Safety: Describe the general risk factors for health and safety in your proposed locations (political, environmental, health/disease, access to resources, transportation, crime, etc.) and how you plan to mitigate risk for any issues of concern.

Student enrollment/program marketing: Identify the target audience for your program taking into consideration the number of students who need the course for major/minor requirements, if the course will satisfy GE credits, and how many students generally take the course on campus. If possible, provide statistical evidence of student interest. In addition, please report on your academic workload for the year before the program (to assess your availability for marketing), and list any contacts you have at other UCs who might help you promote the program.

BUDGET

Budget should be per student, assuming maximum enrollment. The budget should exclude tuition, airfare, insurance, faculty expenses, and the study abroad fee.

Lodging:	\$ _____
Transportation:	\$ _____
Group meals:	\$ _____
Entry fees (Museums, etc.):	\$ _____
Excursions/field trips:	\$ _____
Guest lectures:	\$ _____
Classroom fees/campus access fees:	\$ _____
Other Fees/costs: Description	\$ _____
Per student total:	\$ _____

Budgetary Comments:

Please remember to attach the following:

- **Sample Syllabus/Schedule** including readings, assignments, and field trips.
- **Letter of Support** from your home department chair or program director

If you have questions, please contact Aliko P. Dragona, Faculty Director, Academic Programs, Global Learning Hub, Global Affairs, at apdragona@ucdavis.edu