Guidelines for Short-Term Study Abroad Programs and Proposals

The Center for International Education (CIE) is looking to expand our short-term study abroad program opportunities. We are inviting faculty members to propose new short-term study abroad programs for the Summer 2013 and Winterim 2014 sessions. Below you will find the specifics of the application process, how to format your proposal, and details on how CIE and faculty can work together to develop these high impact programs.

PROGRAM CONSIDERATIONS

Please take the following into consideration when developing your study abroad program:

- Consider the requirements the course will fulfill. Programs should offer usable credits that advance the degree program. General elective courses tend to appeal to a wider student audience. Discipline specific programs with limited study abroad options are also encouraged (i.e. Education, Communication Disorders).
- When deciding on prerequisites for the program, note that foreign language requirements may limit access for students, creating a challenge to reach minimum enrollment.
- Please take into consideration that programs which include heavy travel increase costs to students and make meaningful community interaction more difficult. If your program does include traveling to many sites, please explain in the Course Proposal how it will affect the community involvement component of the program and how you plan to minimize costs to students.
- **Short-term programs cannot be proposed for countries with U.S. State Department travel warnings. Please consult the State Department website for current information (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).**

- As with all study abroad programs, students will have a mandatory orientation session prior to departure. Faculty will be responsible for program-specific orientation, providing students with a full syllabus prior to departure.
- Faculty will participate in an orientation and training with CIE staff.

APPLICATION PROCESS

1. Compose and compile the necessary information and submit your Short-Term Study Abroad Program Proposal to your Department Chair. See the Proposal Format on the following page.
2. A subcommittee of the International Education Advisory Board (IEAB), including UWEC faculty and Study Abroad staff members, will review program proposals. The committee’s purpose in reviewing proposals is to examine logistics, planning, viability of geographic area, and how the local environment is used to enhance the learning objectives of the course. Integration of the host community is vital for a strong proposal.
POLICIES AND PROCEDURES
The proposed programs will follow these policies and procedures:

- Interested faculty and staff (at least .5 FTE) will submit a Short-Term Study Abroad Program Proposal.
- Program applicants and UW-Eau Claire’s Center for International Education will work together to develop admission requirements.
- The CIE makes student acceptance decisions for programs based on the admission requirements developed by the faculty and CIE. CIE may consult the faculty in the case of a competitive selection process for additional selection criteria.
- Short-term programs will follow the same application deadlines followed by other CIE study abroad programs for their respective terms: Nov. 15 for Summer and Fall programs, April 1 for Winterim and Spring programs.
- Faculty-led programs must have sufficient enrollment by the extended deadline dates for the program to run (January 30 for Summer and Fall programs, Sept. 9 for Winterim and Spring programs).
- A minimum student enrollment has been determined by Academic Affairs based on rank and number of credits offered. Consult with the CIE and/or Academic Affairs Budget Officer for enrollment requirements.

CIE RESPONSIBILITIES

Administration
- Coordinate program development, establish and adhere to timelines, develop program budget, conduct the application and approval process using the standard guidelines used for all CIE programs, work with the Business Office, Financial Aid, and Registrar’s Office for program charges and registration.

Promotion
- Include the program in general marketing and standard CIE promotional activities such as the general study abroad brochure, the study abroad website, New Student Orientation, international classroom speakers, and the Study Abroad Fair.

Orientation
- Provide an orientation framework for general university study abroad information and orientation materials for students.
- Conduct faculty orientation and information sessions.

Evaluation
- Distribute a program evaluation to students at the end of the program and summarize results.
FACULTY RESPONSIBILITIES

Administration
- Work with CIE staff to develop program, work with department as necessary to get approval for the course(s) being taught
- Manage the in-country program budget
- Submit grades for the program to the Registrar’s Office in a timely manner.

Promotion
- Collaboratively develop, with CIE staff, an electronic brochure page on the CIE study abroad website with relevant program information
- Represent the program at the Fall Study Abroad Fair, Spring Explore Study Abroad week, and Study Abroad Spotlights
- Recruit students through targeted e-mails, classroom presentations, posters, etc.
- Faculty and staff are encouraged to engage in program promotions outside of the established CIE promotional activities. The CIE can help you explore possibilities.

Orientation
- Work with CIE staff to create a program-specific orientation guide
- Conduct program-specific portions of orientation within the CIE orientation framework

Evaluation
- Complete a final report. An outline of the report will be given at faculty orientation.

PROGRAM PROPOSAL

Please complete and submit the attached proposal forms to your Department Chair to be returned to the Center for International Education by March 1, 2012. (Note: the form is available by email attachment; contact callihla@uwec.edu if you would like to receive it electronically.)

CANCELLATION OF THE PROGRAM

The Center for International Education reserves the right to cancel this program if the minimum enrollment is not met by the deadline. The minimum enrollment and deadlines are established by the Dean of Undergraduate Studies and Academic Affairs. If, prior to the commencement of the program, a US State Department Travel Warning is issued for ___________ (program country), all applicants will be notified promptly of the warning and the possibility of cancellation.

The Center for International Education, in accordance with Academic Affairs and best practices, reserves the right to alter or cancel this program as may be deemed necessary.
## CURRENT UW-EAU CLAIRE INSTITUTIONAL PARTNERS WHO MAY BE INTERESTED IN WORKING WITH A SUMMER GROUP

- Southern Cross University, Australia
- Murdoch University, Australia
- University of Graz, Austria
- Costa Rica, various locations
- University of Winchester, England
- University of Limerick, Ireland
- Kansai Gaidai University, Japan
- Kumamoto Gakuen University, Japan
- University of Latvia, Riga, Latvia
- Nicaragua, various locations
- University of Valladolid, Spain
- Linnaeus University, Sweden

*Contact the CIE for contact information*

### Current Summer and Winterim group programs

- San Isidro de Heredia, Costa Rica
- Miramar, Costa Rica
- Frankfurt, Fulda, Kassel, Marburg, Germany
- Stirling, Scotland
- Stellenbosch, South Africa
- Suwon, South Korea
- Chiang Mai, Thailand
- Istanbul, Turkey; Immersion in Turkey
- Germany, Czech Republic, Hungary, Poland, Austria; Central European Travel Seminar
- Hong Kong and Zhuhai, China
- Hyderbad, India (ISEP)
- New Delhi, India; Globalization in India