

UNIVERSITY OF WYOMING

Office of Summer Session & Winter Courses

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To: College Deans, Associate Deans, Department Heads (**please distribute to all eligible faculty and instructional staff**)
From: Miguel Rosales, Coordinator - Summer Session & Winter Courses
Re: **J-Term (Winter Session) 2017-18 – Call for International Travel Course Grant proposals**
Date: May 2, 2017

The Office of Summer Session & Winter Courses, in collaboration with the Office of International Programs, would like to invite faculty and instructional staff submission of proposals for J-Term (Winter Session) 2017-2018 international travel course grant subsidies.

Funding is limited and applicants are not assured an award. In some instances a partial awards may be made as resources allow. Preference will be given to first time / new proposals.

For the WB 201-18, the selection committee has been charged to place emphasis on the following for consideration of submitted proposals:

1. Proposals not previously awarded a winter or summer innovative course award and includes a faculty / instructional staff led travel (international) component
2. Likelihood of continued success in the planning and implementation of the proposed course in future winter breaks and/ or summer sessions
3. Clear support from the department to assist in the planning and implementation of the proposed course, as well as a consideration for supporting future iterations of the proposed courses

The purpose of this initiative is to utilize the time between the end of the fall semester and the beginning of the spring semester to allow for students to earn credits as well as participate in a travel course opportunity as part of their undergraduate experience. The goal is to enhance international curricula, a stated goal for UW as per previous and existing Academic and University Plans.

Program requirements include the following:

- 1) The course may be a new innovative course proposal or a current UW study abroad course.
- 2) The course must last for a minimum of one week for each credit hour earned*.
- 3) The course, if selected for an innovative course grant, it **must be** set up as a **distance delivery course**, whether it is held abroad or in a combination of on-campus/online and abroad delivery.
- 4) **Study abroad component:**
 - a. The course may be partially taught in the U.S. prior to and/or after an international component is completed but the entire course should look to be completed between the dates of December 20, 2017 to January 19, 2018, but can extend (online) into the spring semester.

- b. Faculty members / instructors are encouraged to use resources of the host entity in-country for additional instruction and for course, travel, and residential logistics. Faculty and instructional staff who are creating a new study abroad course are encouraged to utilize relationships they may already have established with colleagues and institutions overseas. If you do not have connections already established, you are encouraged to connect with the International Programs Office, or colleagues in your department or college to initiate a dialogue with a partner institution where on-going relations suggest a possibility of collaboration. However, you may also consider *not* working with a partner institution or entity overseas, but may run your course's operations through International Programs at UW.
- c. We **strongly** encourage **all** faculty to consult with the International Programs Office as a part of submitting your proposal (<http://www.uwyo.edu/intprograms/>). IPO should be aware of all International Travel Courses. See page 3 for crucial details pertaining to student study abroad.

ALL PROPOSALS SHOULD INCLUDE (maximum 2 pages):

- 1) Title of proposal;
- 2) Name of applicant, department, college, phone number, and email;
- 3) Names of faculty contact and other faculty members involved;
- 4) Course description, goals addressed, target audience, demonstrated or estimated demand/need for course, length of course, the dates/times the course will be offered, number of credits offered, and plans to market the course. A syllabus should be attached. (If this is a continuing study abroad course, provide evidence of the success and viability of the course).
- 5) Comprehensive budget – Total request should range between \$1,000 and \$5,000*. Include all program costs, as well as financial contributions other than from this RFP (outside matches of funds are viewed favorably). Budget may include requests for faculty salary (must include employee paid benefits calculated at 45%), faculty travel expenses, faculty *per diem*, and course materials [PLEASE SEE BUDGET FORM on page 3]; and
- 6) Department head's and dean's approval.

Please submit a well-written and persuasively argued proposal in accordance with the following deadlines:

- 1) Deadline - **Friday, June 2, 2017**
- 2) Faculty should forward proposals onto their department head prior to final submission, who should then forward submissions onto the Office of Summer Session & J-Term for consideration.

PLEASE NOTE: It may not be possible to fund all proposals, and in some cases the subsidy may be less than that requested. The funds for approved proposals will be transferred to the appropriate dean's Office, which will distribute the funds to the involved departments.

Deadlines: **Friday June 2, 2017 4:30pm**

SEND TO: Miguel Rosales, 305 Wyoming Hall
via email: mrosales@uwyo.edu

For additional information please contact Miguel Rosales (mrosales@uwyo.edu) or 307/766-6559).

Study Abroad Information Sheet

Plans for implementation of a J-Term (Winter Session) 2017-2018 international travel course should be completed with your partner institution (if any) during the spring and fall 2017 terms. Student recruitment should be conducted during the summer and fall of 2017.

There are critical logistical issues to be dealt with when students go abroad. Consequently, it is crucial that faculty members proposing summer study abroad courses work directly with the Office of International Programs, to ensure that essential planning components of a faculty-led course abroad are attended to. Logistics and UW requirements for faculty-led courses can be overwhelming, especially when a faculty member is also trying to focus on the preparing the course itself. International Programs will assist with advice and coordination with appropriate UW offices on marketing, recruiting, coordinating and collecting payments, arranging travel to the host country and in-country travel, meeting passport and visa requirements, insurance requirements, housing and hotel needs, and cash advances. Early and frequent collaboration with International Programs will ensure faculty and students are able to get the most they can out of the Winter Break course.

Budget for J-Term (Winter Session) 2017-2018 Travel Course

Total requests can range between \$1,000 and \$5,000. Budget **may** include requests for faculty / instructor salary but must include employee paid benefits (calculated at 45%); faculty / instructor travel expenses, faculty / instructor *per diem*, and course materials. Due to the requirement on EPB being considered if applying a grant to be utilized as salary, it is **STRONGLY** encouraged for faculty/instructional staff to utilize an award for travel expenses and per diem as opposed to salary in order to maximize the use of the award.

Budget	
Faculty travel expenses (itemize)	
Faculty meals and incidental expenses	
Course materials	
Faculty salary	
Employee paid benefits (calculated at 45% of faculty salary)	
Total	

Additional Comments/Notes: