

# UNIVERSITY OF WYOMING

## Office of Summer Session & J-Term Courses

Dept. 3106 • 1000 E. University Avenue  
Laramie, WY 82071  
(307) 766-6559 • fax (307) 766-4048  
www.uwyo.edu/summer

To: College Deans, Associate Deans, Department Heads (please distribute to all eligible faculty and instructional staff)

From: Miguel Rosales, Office of UW Summer Session & J-Term Courses

Re: **SUMMER SESSION (2018) call for Innovative Course Proposals**

Date: May 10, 2017

The Office of Summer Session & J-Term Courses would like to invite faculty / instructional staff submissions of proposals for Summer Session 2018 innovative course subsidies. Funding is limited and applicants are not guaranteed an award. In some instances, a partial award will be made as resources allow.

For the 2017 Summer Session, the selection committee may place emphasis on the following for consideration of submitted proposals:

1. New proposals & proposals not previously awarded a summer session innovative course grant and / or proposals that target audience includes first year (i.e. FR) students in travel course (international, Wyoming, UW domestic) opportunities
2. Faculty led International travel courses
3. Field courses that take advantage of Wyoming's unique culture, history, or geographic / geologic settings
4. Domestic travel courses that expose UW students to specific topics, issues, policies, etc. that apply to their field of study or department

### **Faculty Led Travel Courses (international)**

The goal of this initiative is to increase the number of summer courses in international education – both on-campus and abroad. Program requirements include the following:

- 1) The course may be a current UW course, but not previously offered in the summer or a newly created summer session travel course. Current and previous grant recipients will be considered once new travel course proposals have been reviewed.
- 2) The course must last for a minimum of one week for each credit hour earned.
- 3) The course includes a faculty-led **study abroad component**:
  - a. The course can be partially taught in the U.S. prior to and/or after an international component is completed.
  - b. Faculty members are encouraged to use the resources of the host entity in-country for additional instruction and for course, travel, and residential logistics.
  - c. In creating a study abroad course, faculty members are encouraged to utilize established relationships with colleagues and institutions overseas. If you do not have

connections already established, then you should turn to International Programs and colleagues in your college or across campus 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, and run your course's operations independently.

- d. All courses funded through this grant **must** work with the International Programs Office with regards to travel budgets, logistics and emergency planning.

#### **Wyoming area based field courses**

The goal of this initiative is to generate a greater number of field courses that take advantage of the unique cultural, historic, and/or geographic / geologic setting(s) that can be found in Wyoming. The field course may be an existing UW course not previously offered in the summer or a newly developed course. Please demonstrate in the proposal how and why this course will meet students' course needs in the summer.

#### **Domestic Travel Courses that expose UW students to specific topics, issues, policies, etc., that applies to their field of study or discipline**

The goal of this initiative is to expose UW students to and facilitate their greater understanding of specific topics, issues, policies, etc., that pertain to their area of study or to the department offering the course that would be enhanced by domestic travel to areas of the United States. Recent course examples include Urban Criminology in Chicago (Criminal Justice) and a Cultural Tour of NYC (Music) and US Latino Diaspora (Puerto Rico).

#### **ALL PROPOSALS SHOULD INCLUDE** (maximum 2 pages):

- 1) Title of proposal/course and a course number (if known);
- 2) Name of applicant, department, college, phone number, and email;
- 3) Names of faculty contact and other faculty members involved;
- 4) Program description, goals addressed, target audience, demonstrated or estimated demand/need for course, length of course, dates/times offered and number of credits offered, as well as marketing plans for 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 – i.e. previous course enrollment numbers to demonstrate the popularity of the course.);
- 5) Comprehensive budget – Total request can 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 (and must include calculations for employer paid benefits calculated at 45.5%), faculty travel expenses, insurance, faculty *per diem*, and course materials; and
- 6) Department head and Dean of your School/College approval via email.
- 7) Travel and field courses should indicate if they are applying for consideration of a single year of funding or for two years of funding. (Some awards may be approved for two years of funding as resources allow).

**Please submit** well-written and persuasively argued proposals in accordance with the following procedures:

- 1) **Deadline - Friday, June 16, 2017**
- 2) **Faculty and instructional staff 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. Late proposals will be considered as funds are available.

The funds for approved proposals will be transferred to the appropriate department office or to the International Programs Office, which will utilize the funds for trip costs.

**DUE DATE:** Friday June 16, 2017

**SEND TO:** Miguel Rosales  
via email: mrosales@uwyo.edu

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

#### **Study Abroad Information Sheet**

Plans for a summer 2018 subsidized study abroad course should be completed with your partner institution (if applicable) during the fall 2017 and spring 2018 terms. Student recruitment should also be conducted during the summer and fall of 2017, and can continue into the spring term 2018.

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 **Sara Robinson** in the International Programs Office, 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 when a faculty member is also trying to focus on preparing the course itself. International Programs will assist with advice and coordination with appropriate UW offices on marketing, recruiting, advice on 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 Summer Session study abroad course.

**Budget for Summer Session 2018 Innovative Course Proposals**

The total request should range between \$1,000 and \$5,000. The budget may include requests for faculty salary (must include employee paid benefits calculated at 45.5%), faculty travel expenses, faculty *per diem*, and course materials.

<b>Budget</b>	
Faculty salary	
Employee paid benefits (calculated at 45.5% of faculty salary)	
Faculty travel expenses (itemize)	
Faculty meals and incidental expenses	
Course materials	
<b>Total</b>	

Additional Comments/Notes: