

## **Bradley University Office of Education Abroad**

### **New Program Queries: Initial Proposals for a First-Time Interim Program Abroad**

#### **Introduction**

Faculty members or departments interested in proposing a new faculty-led program should logically first consider offering courses in an already established venue. Joining an established program in an established venue is by far the least complicated means of gaining valuable experience in terms of course design, program administration and logistics, and safety and security procedures that protect students, faculty, and the university.

Proposing and leading a new Faculty-Led Program abroad is a high-risk, high-value, labor-intensive endeavor. The proposal process alone requires a significant commitment of time, energy, and possibly funds by the unit proposing a new program.

For faculty members who wish to submit an initial proposal for a new Interim Program Abroad, an overview of requisite abilities includew:

- Academic expertise in the content areas covered by the courses for which credit will be awarded;
- First-hand, relevant experience with the country/venue program site;
- Organization and planning skills, particularly flexibility, the ability to multitask, crisis management skills, and high tolerance for stress;
- The ability to handle the physical and emotional demands of high-stress programs abroad. Short-term programs involve daily or frequent excursions, local travel, extensive walking, intensive schedule commitments, and an overall experience that proves rigorous for most individuals;
- Appreciation for the different nature of daily contact with students that is inevitable in an international academic program, and a willingness to commit to collaborate and communicate with the Study Abroad Office and a broad range of campus and onsite colleagues, especially in regard to the safety and well-being of students;
- Recruitment strategies and commitment, because new programs require a willingness to communicate program details with target students and student groups;
- Willingness to provide 24/7 emergency availability for the duration of the program, and assume significant responsibility for risk management. This is true even if you plan to teach in the program, with a different individual serving as Program Director. As the originating proposer of a first-time academic program abroad, your involvement will be required in the event of an emergency or urgent situation that may arise abroad.

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## **Initial Program Proposal**

Any proposal requires thorough familiarity with the documents provided by the Office of Education Abroad (OEA) titled 1) OEA Protocols for Faculty-Led Programs Abroad and 2) Policies for Faculty Teaching Abroad in order to inform your proposal. Your proposal should also indicate that you have at least preliminary support from your Department and College.

For a brief overview of program length: ordinarily, an Interim Program Abroad spends 14-18 nights onsite. In the long experience of the Study Abroad Office, 14 nights onsite is a minimum, and 15 the preference, for a full program experience that will accommodate academic contact hours, program- or class-related cultural and social experiences, and time for independent exploration for students. All classes meet every day abroad, with the exception in some programs of a single designated day for independent activities.

The core value for any proposal for faculty-led program abroad must be safety and security for all participants. Accordingly, the proposer must demonstrate a clear understanding of the risk management environment for programs abroad, including risks to Bradley students, faculty, and staff, and the seriousness of liability issues to the university that faculty-led programs abroad present.

*Nota bene:* for any initial program proposal, early consultation with the Director of Education Abroad is essential. So are collaborative discussions with experienced Interim Programs Abroad Program Directors and teaching faculty and with others in your department and College who have experience with Bradley international academic programs. These discussions will forestall misunderstanding or disappointment.

### **An Initial Program Proposal should provide the following:**

Provide a brief narrative, 1-3 pages, with an overview of your proposed program, defining the following parameters:

#### **1. Proposed Venue Term (January / May/other), Dates, Faculty Members, and Course Offerings**

Provide the venue (city/cities and country) and term (May or January or dates if other) of the proposed program

Identify yourself as proposer, and describe briefly your relevant academic expertise and/or onsite experience in the proposed venue. Describe your role in the program (as either teaching faculty member or non-teaching Program Director)

Identify any other teaching faculty members, and the Program Director (if the proposer plans to teach)

List courses intended to be offered: course number and title, with a brief description. For each course, include BCC status, prerequisites, or other factors (major / minor requirement?) if applicable

## **2. Onsite Program Design**

Identify proposed accommodations and provision for contracted meeting space adequate for class meetings onsite

Briefly describe major historical or cultural site visits, coach excursions, cultural activities, and/or other events planned for the group as a whole

Identify onsite program design as it relates to the following questions:

- a. How will you manage program “staffing” besides teaching faculty members? (Consider that best practices recommend a non-teaching faculty member function as program director or program associate.)
- b. How will program excursions, class-related site visits, and other activities be integrated into the academic program and courses?
- c. What are the nature and level of contacts already made with academic or professional institutions and individuals abroad?
- d. Are class meetings, and excursions, and independent time for students (and you) balanced throughout the time onsite?

## **3. Safety, Security, and Health**

Provide specific information about safety and security issues specific to the venue as context. In terms of program design, provide specific information about how student and faculty members will be informed and prepared for safety, security, health, and mental health concerns such as those identified in the Protocols for Faculty-Led Programs Abroad.

## **4. Student Recruitment and Program Sustainability**

1. Please describe the students you intend to target (specific majors or minor, BCC students, etc.) and your plans to identify and recruit them
2. Define possibilities for the program’s sustainability – how often it might be offered (annually? semi-annually? every third year? etc.)
3. Provide a best estimate of student enrollment in the program’s first year of operation, and in subsequent years

## **5. Program Budgeting**

The most basic cost estimates that need to be provided by any program proposer are onsite program costs such as accommodations, meeting rooms, onsite transportation, and onsite program activities (consult the Sample Program Budget provided by the OEA). A detailed, specific budget is not required to submit an initial program proposal (that’s the next step), but indicate at least how you assess that the program will prove affordable.

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After you have submitted your initial program proposal, the Director of Education Abroad will respond with questions and/or suggest next steps, which generally involve a collaborative meeting with the faculty members involved and perhaps others.

### **ALTERNATIVE PROPOSALS: WORKING WITH A PROGRAM PROVIDER**

All of us have the same goal – successful faculty-led programs abroad. If proposing a faculty-led program abroad through the process above is not compatible with your approach, one option might be to investigate working with one of our provider organizations for the semester Affiliated Programs Abroad. These providers have robust faculty-led program management. Be aware that working with a provider will result in a higher cost to students. The Study Abroad Office must be consulted about any proposal being submitted to one of our affiliate organizations.

#### **Affiliated Program Providers Offering Faculty-Led Programs Management & Services**

**1. CIEE Faculty-Led Programs**

<https://www.ciee.org/faculty-led-study-abroad-programs>

**2. IES Abroad Customized and Faculty-Led Programs**

<https://www.iesabroad.org/advisors-faculty/customized-programs>

**3. AIFS Customized Faculty-Led Programs**

<https://www.aifsabroad.com/customized/>

**4. CEA Custom (Faculty-Led) Programs**

<https://www.ceastudyabroad.com/cea-directory/-in-category/departments/custom-programs>

**5. SAI Faculty-Led & Custom Programs**

<https://www.saiprograms.com/faculty-advisors/faculty-led-custom/>