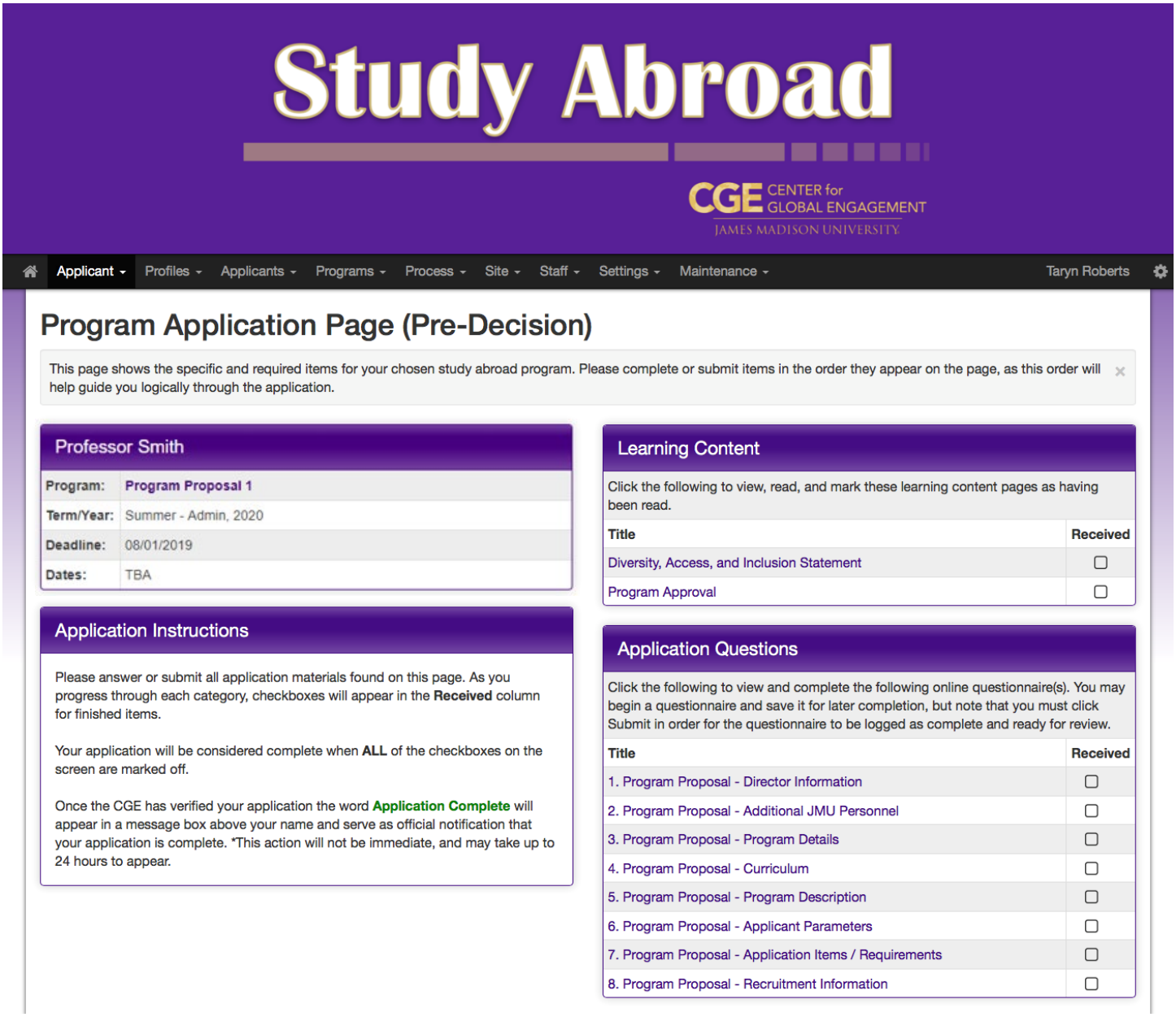
Program Proposal Preview



1. Program Proposal - Director Information:

Instructions:

Each short-term program organized and supported by the CGE must have a designated Program Director. This faculty member will be the primary contact for our office in regards to announcements, events, finances, logistics, and student issues.

(*) Indicates the question is required.

1. JMU Program Director (*)

This person will be listed as the primary point of contact for all CGE matters.

2. Have you ever led a JMU faculty-led program? (*)

Please select one

3. Academic Department (*)

4. University Title (*)

5. Email Address (*)

6. Date of Birth (*)

mm/dd/yyyy format

mm/dd/yyyy

7. Department Chair or University Supervisor (*)

Please indicate your department/university supervisor. This is the person who has approved your participation in leading a program. A copy of this proposal will be shared with this person.

8. Email of Department Chair / University Supervisor (*)

9. College / University Dean (*)

Please indicate the College / University Dean of your academic discipline. A copy of this proposal will be shared with this person.

10. Email of College / University Dean (*)

2. Program Proposal - Additional JMU Personnel:

Instructions:

Beyond the Program Director, other faculty may be involved in various capacities:

• **Co-Director:** this category will include director(s) in charge of the program, who teach one or more courses, and are in direct supervision of students and all projects on-site.

• **Instructor/Academic Leader:** this category includes individual(s) whose role includes teaching or co-teaching at least one course as well as provides academic and administrative support, or an individual(s) who does not teach or co-teach but possesses technical abilities without which the program could not function.

• **Non-teaching Support Person or Student Assistant:** this category includes assistants who perform the record-keeping function or assist with students. This may include a spouse, student, or anyone designated for this support role.

(*) Indicates the question is required.

1. Additional JMU Faculty or Personnel involved with your program (if applicable):

2. Program Role / Responsibility

Please select one

3. Academic Department (if applicable)

4. University Title (if applicable)

5. Email Address

6. Second Additional JMU Faculty or Personnel involved with your program (if applicable):

7. Second Personnel: Program Role / Responsibility

Please select one

8. Second Personnel: Academic Department (if applicable)

3. Program Proposal - Program Details:

(*) Indicates the question is required.

1. Program Name (*)

(e.g. Cross-Cultural Psychology in Ireland, Nursing and Health Perspectives in Costa Rica, Summer in Urbino, Italy: Documenting a Community)

2. Program Dates: Date of Students' Arrival (*)

This is the day students are required to arrive on-site. This will also be used to calculate official program dates.

mm/dd/yyyy

3. Program Dates: Date of Students' Departure (*)

This is the last day accommodations are provided for students. This is the official end date of the program.

Check your overall time abroad. 3 weeks is the standard minimum for all programs. Short-term programs generally range 3 – 9 weeks in length.

mm/dd/yyyy

4. Program Location #1: City (*)

Enter the CITY in which your official program will begin.

5. Program Location #1: Country (*)

Enter the COUNTRY in which your official program will begin.

6. Program Location #2: City (optional)

7. Program Location #2: Country (optional)

8. Program Location #3: City (optional)

9. Program Location #3: Country (optional)

4. Program Proposal - Curriculum:

Instructions:

Things to remember-

1. Programs should be offered with a minimum of 3 credits. (3 week = 3 credits, 4 weeks = 6 credits, 6 week = 9 credits)

2. All curriculum must be approved by the credit- bearing department/school/college. This is the faculty's responsibility to acquire all signature approvals from the department and dean.

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(*) Indicates the question is required.

1. Number of CREDITS required for your program? (*)

(You may offer multiple course options, however, all students are required to take the same number of total credits)

Please select one

2. Course 1: Subject & Number (*)

e.g.: ANTH 391, HIST 341, ISAT 418 , PSYC 200

3. Course 1: Catalog Title & Course Topic (*)

e.g.: Topics in Comparative Politics: Argentine Politics and Society

4. Course 1: Credit Hours (*)

e.g.: 2, 3, 4, 6, 3-6 credits

5. Course 1: Course Instructor (*)

Enter the name of the instructor who will teach this course

6. Course 2: Subject & Number (if applicable)

e.g.: ANTH 391, HIST 341, ISAT 418 , PSYC 200

7. Course 2: Catalog Title & Course Topic (if applicable)

e.g.: Topics in Comparative Politics: Argentine Politics and Society

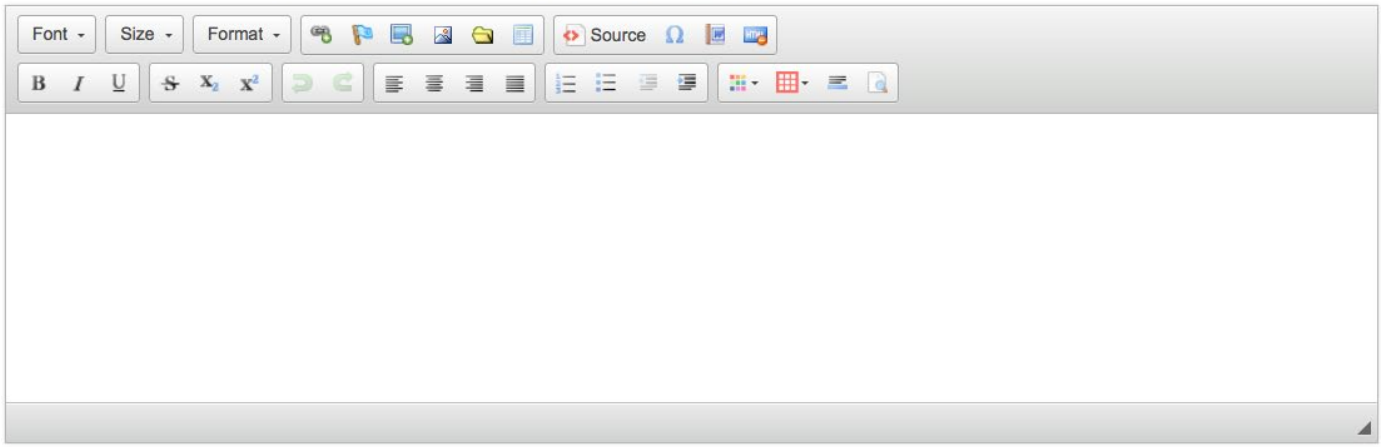
5. Program Proposal - Program Description:

(*) Indicates the question is required.

1. Program Description: Program Details (*)

(Approx. 250 words – see CGE website for examples)

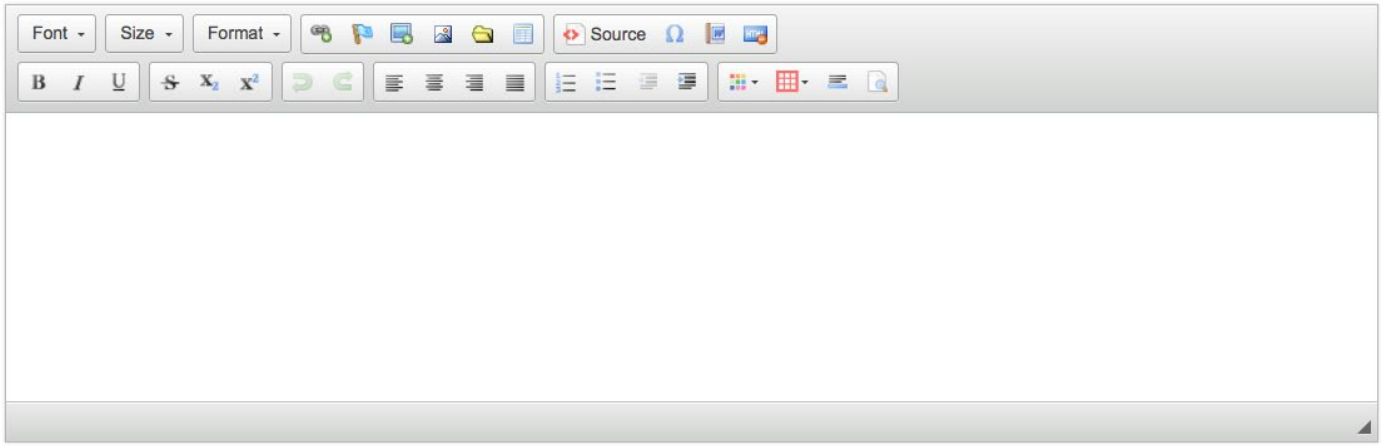
Please remember in this description you are both describing and 'selling' your program to students.



2. Program Description: Program Location (*)

(Approx. 250 words – see CGE website for examples)

Please remember in this description you are both describing and 'selling' the location to students.



3. Program Description: Proposed Housing (*)

(Please provide 3 or 4 sentences regarding accommodations)

e.g. Accommodations will be provided for students through furnished apartments and houses with internet access and full kitchen and laundry facilities. Students will be in shared double rooms. Housing accommodations are centrally located and public transportation is easily accessible.

6. Program Proposal - Applicant Parameters:

(*) Indicates the question is required.

1. GPA Minimum

(to be posted on the website)

Share the GPA minimum, if applicable.
CGE requires a 2.0 minimum if no program minimum is requested.

2. Foreign Language Proficiency (if applicable)

(to be posted on the website)

e.g.: SPAN 232 | one French language course of any level | This program travels to Berlin, some German is recommended.

3. Course Prerequisites (if applicable)

(to be posted on the website)

e.g.: EDUC 490 | Students must have successfully completed CIS 221)

4. Program Prerequisites (if applicable)

(to be posted on the website)

e.g.: Students must be a part of the JMU Honors Program | Students must be an accepted COB major to participate)

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5. Recommended or Required Class Level (if applicable)

(to be posted on the website)

e.g.: junior or senior standing, grad students only

6. Will your program include an internship component? (*)

If yes, please describe this internship opportunity, as these experiences add additional value for students. By answering yes, your program will be marketed with this searchable component.

Please select one

7. Will your program include a research component? (*)

7. Program Proposal - Application Items / Requirements:

(*) Indicates the question is required.

1. Applicants are required to submit an essay. Please provide your desired essay topic below.

Consider an essay topic that will truly be helpful in your applicant selection. If you do not enter an essay question, we will use this default: "How do you hope to benefit both personally and professionally by attending this program?"

4000 characters left

2. Are applicants required to submit a resume? (*)

Please select one

3. Interview: Will ALL applicants be required to complete an interview with the director? (*)

By selecting YES, we will add a notice to a student's application that an interview is required. All students will then need to contact you to set up a meeting.

The CGE will not be monitoring if the student has met with you or if they have completed this task. Please consider what this will mean if you have more than 30 applications or if students apply last minute.

Please select one

4. Interview: Will only SOME applicants be required to complete an interview with the director? (*)

By selecting YES, we will add a notice to a student's application that an interview MAY be required. This is just to give students a heads-up.

It will then be up to you as the Program Director to contact your selected applicants. The CGE will not be monitoring if the student has met with you or if they have completed this task.

Please select one

5. Are applicants required to submit a portfolio? (*)

If yes, please state the desired format in the text box that appears.

Please select one