Short-Term Program Proposal Guidelines

New Faculty Checklist

This checklist accompanies the oIP Short-Term International Faculty Handbook. The items below will help guide the structure of your program. This checklist represents the minimum requirements for you to initiate the proposal process.

You are ready to submit a proposal if:

**Initial Meeting –**
- All Program Directors who are new or who plan to offer new programs must meet with the Director of Study Abroad prior to proposing a program.
  - New =
    1. New to directing a Short-Term program
    2. Director leading a program to a new location
    3. Director leading a program following a 3-year (or more) time lapse.
This meeting must be one year in advance of the program offering.

**Director Responsibilities –**
- Directors must be on-campus / present during the fall semester to conduct recruiting and admission. They also must be available and active in the spring to support program pre-departure orientations.
- Faculty must teach at least one of the courses offered through the program to be classified a Program Director.

**Program Location –**
- Directors must have experience in the location(s) of the proposed programs. (Single-country programs are recommended and will be less expensive, thus more attractive to students.)

**Program Dates –**
- 3 weeks is the standard minimum for all programs. Short-term programs generally range 3 – 9 weeks in length. Shorter experiences during the academic year, such as credit-bearing spring and winter break trips, are also encouraged, however summer programs must be 3 weeks.

**Curriculum –**
- 3 weeks = 3 credits, 4 weeks = 6 credits, 6 weeks = 9 credits. This is the standard for all study abroad programs. JMU requires 750 minutes of instructional contact time per credit hour, or 2,250 minutes (37.5 hours) for the typical 3-credit course. Instructional contact time may include lecture, classroom discussion, visits and excursions to cultural, historical, and course-related sites, performances, etc. However, time spent abroad does not count as contact hours.

- On-campus preparation is permitted to meet curriculum standards and credit hours, but should not be a substitute for time spent abroad. **One week is the desired maximum for on-campus learning.**

- 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.

- Proposed programs may not directly compete in curriculum or location with any of the oIP semester based programs or long-standing programs. Curriculum concerns should be discussed when you meet with the Director of Study Abroad.

**Service Providers –**
- JMU is approved to work with 3 vendors (WorldStrides, AIFS, and API) who are approved via the procurement process. If you will be using any other tour company or in-country provider, you must follow procedures for approval.