

## Short-Term Program Proposal Guidelines New Faculty Checklist

This checklist accompanies the CGE 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 CGE 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 domestic and international providers/vendors, however these agreements need to be approved by the CGE prior to any informal or formal arrangements.** Keep in mind, while their services can be helpful, using providers may not be the most cost-effective option. Our preference is for directors to make their own local or in-country connections.