

**Bunker Hill Community College**

 **FACULTY and STAFF-LED STUDY ABROAD PROGRAM**

**PROPOSAL APPLICATION**

**2024-2025 & 2025-2026 Academic Year**

**Faculty Director/Staff Lead Information**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **International Center**

**Academic Department/Unit/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secondary Staff Member Information (if applicable) \***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **International Center**

**Academic Department/Unit/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does either leader plan to be absent from campus (sabbatical, extended leave, etc. in the year preceding the proposed program term? \***

Check one:  YES  NO

*\*Faculty and/or staff who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the International Center for more information.*

***Note:*** *Program proposals for countries with current* [*U.S. Department of State Travel Warnings*](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) *at Level 3 or above will not be considered.*

Program City(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program country(ies)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the experience of the program leaders that qualifies them to lead the proposed program, including expertise in the academic field and/or the host location/region as well as experience leading groups of students off-campus. If the primary language spoken there is not English, please provide information regarding the leaders’ level of fluency in the primary language of that country, and/or anticipated needs for an interpreter/translator.

**Preferred Program Term and Year:**

 Winter Break  Spring Break  Summer

Please circle the academic year in which you would like to run the program:

 2024-2025  2025-2026  Flexible

Are you flexible regarding the program term (Winter/Spring Break/Summer)?  YES  NO

If no, please explain why. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Length (# days, maximum program length is 12 days)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Program start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proposed Program End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note that no program is guaranteed to run every year or every other year. Proposals will be considered each academic year and selected based on current circumstances.***

Please state the educational objectives and anticipated outcomes of the course(s) to be offered. Address how the program supports/enhances the academic experience of students and the curriculum of the academic unit.

Please provide a tentative, detailed itinerary (list of all cities/countries to be visited with dates (even if not confirmed), excursions, class meetings, group meals, proposed lodging, etc. Please include every day of the program with arrival and departure dates) If it is more convenient, please create the itinerary in a separate document and attach it:

Does this program require students to meet specific physical demands to participate?

  YES  No

If yes, please explain:

Please list any cooperating institutions or organizations (if known). E.g., study abroad provider, tour operator, language school, foreign university/College, or other on-site organization in the host country(ies).

Anticipated program housing:

 Institution’s housing  Host families  Hotels  Apartments

  Hostels  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students per room or housing unit::\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget:

What is your estimated cost for the program for 10-15 students, one faculty member, and one staff member on the trip? Please select one below. Please mark with X. The maximum budget should not exceed $40,000 for any one program.

 $20,000- $25,000  $25,000-$30,000  $30,000 - $35,000 . $35,000-$40,000

**Please complete the budget worksheet attached.**

**The Selection Committee, together with the Provost’s Office, will make the final determination if a program is cost prohibitive to be offered as a study abroad course.**

Risk Assessment: Please research a general assessment of risks in the country to be visited. Safeguarding the health and safety of BHCC students, staff, and faculty traveling abroad is the goal of the assessment. Please state how you will mitigate any known risks to the safety of BHCC students, faculty, and staff:

**ACADEMIC INFORMATION**

Subject (e.g. ENGL) ………. Course # ………. # credits:

Requirement fulfilled i.e. Core/ Major/Minor (if any):

Eligibility requirements for the program, e.g., prerequisites, major:

**Note:** The standard minimum cumulative GPA requirement for BHCC study abroad programs is 2.0.

Exception: Faculty will consult with the International Center and their Division Dean if a student with less than a 2.0 GPA wants to travel abroad.

Please explain the applicability of the location to the course and/or how the in-country experience enhances the course:

Describe the learning activities included in the course syllabi/itinerary (cultural activities, classroom time, guest lectures, field trips/excursions, group learning activities, research, service learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) and how they will enhance the academic and cultural content of the course(s):

Please explain how you will measure success in achieving the program objectives and evaluate student performance outlined in the proposed course objectives:

**Please attach a draft of the proposed course syllabus at the end of this application.**

**PROGRAM MARKETING AND RECRUITMENT**

**Note:** It is the responsibility of the Faculty Director(s)/Staff Lead(s) to promote the program with guidance and support from the International Center. Supporting documentation may be submitted with the proposal application to demonstrate anticipated student interest/ demand (e.g., # relevant majors/minors at Bunker Hill Community College, informal assessment of student interest in the topic/location, or other relevant information.)

Which majors, minors, and/or other student groups do you intend to target in terms of marketing your program?

What challenges do you anticipate in recruiting for this program and how will you mitigate them?

Provide a brief summary of the program (to be used for advertising materials and the program page) including the academic topic, location, excursions, academic visits, cultural activities, program highlights, etc:

**FAULTY DIRECTOR/STAFF LEAD ACKNOWLEDGEMENTS**

These acknowledgements serve to confirm that the primary Faculty Leader and Staff Member (if any) understand his/her/their responsibilities with regards to the development, marketing and administration of faculty/staff-led study abroad programs sponsored by Bunker Hill Community College. An official, detailed agreement will require signature upon program approval.

1. Collaboration with the International Center: Faculty Directors/Staff Leads agree to work in collaboration with the International Center staff to deliver the highest quality programs. Because there are individual as well as shared responsibilities, Faculty Directors/Staff Leads agree to communicate regularly with the International Center staff member responsible for the study abroad program.
2. Marketing and Recruitment: Program-specific marketing and the recruitment of students is one of the primary Faculty Director’s/Staff Lead’s main responsibilities. The International Center will create a program page and produce flyers for marketing purposes. Other marketing materials must be approved by the International Center. Faculty/departments agree to promote their programs to students and peers, conduct classroom visits to promote the programs, as well as to market their programs to colleagues and groups outside of Bunker Hill Community College, including other Community Colleges in the region.
3. Student Orientations and Class Meetings: All pre-departure student orientations and class meetings will be held within the parameters of the established program timeline for the academic year when the program will take place. Students will be required to attend all pre-departure meetings and an International Center pre-departure orientation.
4. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, Faculty Leaders/Staff Leads are required to conduct additional pre-departure activities with participants.
5. All programs must have an on-site orientation conducted shortly after arrival. Faculty Directors/Staff Leads are expected to plan frequent meetings during the program for participants to process and reflect on their intercultural experiences.
6. General Supervision of Students: Faculty Directors/Staff Leads will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Program leaders are the primary people responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to College’s and other applicable policies, rules, regulations and standards of conduct. Program leads should be familiar with the [Bunker Hill Community College Code of Conduct](https://www.bhcc.edu/handbook/behaviorpolicies/#ma-code-of-conduct), as well as Study Abroad policies (outlined in the Faculty/Staff-Led Study Abroad Programs Handbook).
7. Faculty Director/Staff Lead Preparation: As leading a study abroad program is both challenging and complex, all first-time Faculty Directors/Staff Leads and Assistants are required to attend the Study Abroad Program Leaders Training/Briefing Sessions in the term prior to their leading a program.time. The training will be scheduled by the International Center well in advance for the planning convenience of program leaders.
8. Final Report and Evaluation: A final program report must be submitted to the Director of the International Center within 30 days following the end of the program. Guidelines for this report can be found in the Faculty/ Staff -Led Study Abroad Programs Handbook. This report discusses detailed information about the academics and logistics of the program and should describe problems and successes, as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
9. Grade Submission: Faculty Directors should post grades online no later than 7 days following the conclusion of the program. If participants have outstanding coursework, a grade of “IP” will be recorded until a grade can be determined.
10. Cancellation: The College reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include, but are not limited to: insufficient enrollment and/or travel warnings and advisories from the U.S. Department of State. The International Center staff will closely monitor the most recent safety information available from the U.S. Department of State and other sources and will provide the timeliest information if concerns arise.
11. If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline, it may be cancelled. If the program is cancelled due to low enrollment or any other reason, the program leaders will not receive any monetary compensation.
12. Withdrawal: It is expected that the primary Faculty Leader submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Leader for the program except in an emergency. In the event the primary Faculty Leader must withdraw from the program a new Faculty Leader Lead will be recruited or the program will be cancelled

**AKNOWLEDGEMENTS AND APPROVALS**

Faculty Leader(s)

• I have read, understand, and agree to the expectations and responsibilities of a Bunker Hill Community College Study Abroad Program Faculty/Staff Lead as outlined in the Faculty Director Agreement above.

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Primary Faculty Leader Name Signature Date

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Secondary Leader Name Signature Date

**SPONSORING DEPARTMENT(S) AND DIVISIONS(S)**

• I have reviewed and support the applicant's faculty/staff-led program proposal.

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Chair of the Sponsoring Department Signature Date

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Dean of the Sponsoring Division Signature Date

Please submit your completed proposal and budget worksheet with all required signatures to the Director of the International Center, Doni Casula, at donna.casula@bhcc.edu.