

**Mercy College Center for Global Engagement**  
Short-Term Faculty Led Program Proposal

**GENERAL OVERVIEW**

**Introduction**

Short-term study abroad programs enrich the curriculum by taking learning to new dimensions outside the classroom. Members of the Mercy College faculty are invited to plan and propose short-term study abroad courses using the attached application form. The application must be endorsed by the faculty member’s chair as well as by the appropriate Dean. The Provost will give final approval.

**Steps in the Proposal Process**

1. Familiarize yourself with the Mercy College Short-Term Faculty-Led Program Handbook maintained by the Center for Global Engagement (CGE).
2. Meet with your department chair or program director to discuss your initial thoughts.
3. Meet with the CGE to discuss the options available for the program.
4. Complete the Program Proposal Application.
5. Obtain signatures from the Department Chair and School Dean to confirm their endorsement of the proposed program.
6. Submit completed proposal packet to the CGE, by the corresponding deadline for consideration by the Office of the Provost. Packet should include: application, program rationale, syllabus, CV of faculty member leading the trip, itinerary, program description, and budget estimate.

**Proposal packet must be sent to:**

Center for Global Engagement | email [cse@mercy.edu](mailto:cse@mercy.edu)

**Review and Final Approval**

The CGE will review proposals for Short-term Study Abroad programs to be offered by faculty members. All applications will then be forwarded to the Provost’s Office for review and final approval. Decisions will then be communicated to Faculty Leader, the Department Chair and, school Dean.

	<b>Winter Break</b>	<b>Spring Break</b>	<b>Summer Break</b>
Submission to Sponsoring College or School	Consult with Department Chair or Program Director	Consult with Department Chair or Program Director	Consult with Department Chair or Program Director
Submission/Proposal to Center for Global Engagement	8 months prior to trip	8 months prior to trip	8 months prior to trip
Program Timeline	December - January	Mid-March	Mid-May to mid- August

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***PROPOSAL PACKET GUIDELINES***

***A completed proposal packet will include the following:***

**PROGRAM PROPOSAL APPLICATION:** Form included here.

**SYLLABUS:** *If connected to a course*, submit a detailed syllabus describing the academic focus, the course goals, learning outcomes, assignments and assessment (rubrics). Each proposal should contain specific course content and specific goals, including readings.

**CV:** A current CV indicating academic and professional qualifications related to the course/subject and travel destination.

**ITINERARY:** An itinerary describing activities on each day of the trip. These activities should correspond to and support the academic learning outcomes of the course. Also include exact location(s) of the proposed program, including an indication of destination(s) and transportation mode(s) for day trips or longer excursions. The itinerary must include dates or number of days in each location. If you prefer, you may include the itinerary in the syllabus.

**PROGRAM DESCRIPTION:** Rationale and description of the proposed program addressing academic and administrative issues.

**RISK MANAGEMENT ASSESSMENT:** A risk management assessment includes information about transportation safety, public health and medical facilities, weather and forces of nature (earthquake region, avalanches, extreme heat or cold, typhoons, etc.), socio-economic and cultural conditions, crimes, political environment, social instability, etc. Additional information should be sought in relation to safety and liability coverage of on-site service providers in order to safeguard Mercy faculty and the College from potential liability in case of an accident.

**BUDGET ESTIMATES:** An estimate of expenses for the proposed program. When estimating, consider the following: airfare, accommodations, ground travel, admission fees, guest lecturers, facility charges, any formal events, and insurance. The cost will vary based on the number of students participating; be sure to indicate the number of participants on which the cost estimate was based.

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**PROGRAM PROPOSAL APPLICATION**

**APPLICANT(S) INFORMATION**

Faculty Leader A:

\_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Department: \_\_\_\_\_

\_\_\_\_\_  
Campus Address: \_\_\_\_\_

Faculty Leader B:

\_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Department: \_\_\_\_\_

\_\_\_\_\_  
Campus Address: \_\_\_\_\_

**PROGRAM INFORMATION**

Term:

Course Title:

Course No.:

Existing Course?  Yes  No Credit Hours:

Location(s): \_\_\_\_\_  
Departure Date: \_\_\_\_\_  
Return Date: \_\_\_\_\_  
Days Abroad: \_\_\_\_\_

The program will be designed for:

- Undergraduate students  Graduate students  Both

**APPLICANT'S CERTIFICATION**

*I certify that I have familiarized myself with the short-term program policies and procedures as well as applicable College policies and agree to abide by them.*

Applicant(s)

Date

**SIGNATURES OF COLLEGE/SCHOOL APPROVAL**

\_\_\_\_\_

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Department Chair

Date

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Dean(s)

Date

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Provost

Date

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***PROGRAM DESCRIPTION***

*Note to Faculty: Please, address the following. You may use additional pages if necessary.*

***TERM***

When do you wish to offer the program?

- Spring Break 201\_\_
- Summer 201 \_\_
- Fall Break 201\_\_
- Winter Break 201\_\_

***LOCATION***

**Why did you choose the proposed location?**

**What is your professional or academic experience in the location?**

**How do you expect the location(s) to benefit your teaching and student learning?**

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**Please describe how you plan to arrange on-location activities such as corporate visits, guest lectures and cultural experiences?**

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***ACADEMIC ISSUES***

**Describe how the program will integrate course content with on-site living and learning opportunities including all planned excursions.**

**Have you taught this course previously?**  Yes  No  
**Is this course approved by the Curriculum Committee?**  Yes  No

**If a new course, when do you expect to obtain the Curriculum Committee approval?**

**Identify specific benefits that students will gain by going abroad. (Complete even if not part of a course.)**

**Indicate whether you have visited the site, and whether you can attest that it has the necessary resources and support for participants.**

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**Summarize the program's content, level, and disciplinary focus; the students (level, discipline) to which the program is targeted.**

**How does the program relate to department curricula and strengthens Mercy's commitment to global citizenship?**

**Describe the instructional delivery methods to be used--classroom lectures; online; tours; site visits; guest speakers; etc. How do each of these support the academic learning outcomes of the course?**

**What are the Student Learning Outcomes for the program? Include the Assessment Rubric and how the Outcomes will be measured.**

**What pre-departure orientation and activities will be required of the students?**



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**What post-travel activities required of the students?**

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***ADMINISTRATIVE ISSUES***

**Program Management Models:** (No matter which model you choose to implement, you must contact Patricia Sabatino ([psabatino@mercy.edu](mailto:psabatino@mercy.edu)) to start the bidding/contract process for the itinerary.

**Faculty/Department Administered Programs** – The faculty and their department are responsible for the administration and coordination of the program logistics, such as contracting with hotels and accommodations, travel agents, excursion companies, setting appointments, etc. **with** the assistance of Patricia Sabatino. The Center for Global Engagement provides assistance and advice as needed as well as information to obtain student travel/health insurance.

**Outside Service Provider Programs** – The faculty’s main role is to plan and coordinate the academic components of the program, promote the course and recruitment of students. The service provider administers and coordinates the logistics of the program, such as contracting with hotels and accommodations, airlines and travel agents, excursion companies, setting appointments, etc. A specific contract with the provider(s) delineating responsibilities is essential; Procurement Services must be engaged. Patricia Sabatino and the CGE provide assistance and advice as needed.

**Do you intend to use the services of a third-party provider for logistics or other elements of the program?**  
Yes No

**If yes, explain how and provide name and contact details of provider(s).**

**What on-site resources will be needed, such as class meeting space, teaching facilities, academic or cultural resources, and housing/accommodations?**

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**Students with Disabilities:** Please provide any information about the program's format, activities, or selected travel or accommodation arrangements that might limit access for students with disabilities.

Please provide the visa requirements for particular location(s). This information can usually be found on the Country Specific page of the U.S. Dept. of State website.

[http://www.travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

## **RISK ASSESSMENT**

### ***Instructions***

This section of the Faculty-Led Program Proposal requires completion of a worksheet, “**Risk Assessment and Safety & Security Measures**”.

The faculty leader will use this worksheet to identify known health and safety risks specific to locations on the program itinerary. The faculty leader will describe measures that will be taken to minimize these risks and to provide for the well-being of program participants. This worksheet must be completed and submitted with the proposal prior to program approval.

The following resources may be helpful to faculty members preparing the Risk Management section of their program proposals:

<http://travel.state.gov/>

<http://usembassy.state.gov/>

<http://www.cdc.gov/travel/>

<http://www.cie.uci.edu/world/safety.html>

<http://www.gloaled.us/safeti/>

[http://www.emory.edu/PROVOST/policy\\_bylaws/travel\\_guidelines.htm](http://www.emory.edu/PROVOST/policy_bylaws/travel_guidelines.htm)

<http://studyabroad.msu.edu/safety/index.html>

<http://www.cuabroad.cornell.edu/safety/safety.asp>

<http://studyabroad.tamu.edu/health.asp>

### **RISK ASSESSMENT AND SAFETY & SECURITY MEASURES**

Course Title: \_\_\_\_\_

Course No.: \_\_\_\_\_

Please attach the current Country-Specific Information page for each country on the program itinerary. Country-Specific Information pages are available from the State Department’s web site: <http://www.travel.state.gov/travel>

Is there a current travel warning issued by the U.S. State Department for any country on the program itinerary?                      Yes \_\_\_                      No \_\_\_

Please note the emergency telephone number (911 equivalent) for each country on the itinerary (e.g., “Vienna, Austria: 133” “Prague, Czech Republic: 112”)

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<b>RISK ASSESSMENT</b>	<b>SAFETY &amp; SECURITY MEASURES</b>
<p><b>Please describe any known risks or dangers specific to locations on the program itinerary</b></p>	<p><b>Please describe the safety and security measures that will be taken to address potential threats</b></p>
<p><b>Weather and Forces of Nature</b>  <i>Is the area prone to severe weather or natural disaster, i.e. extreme heat or cold, flooding, hurricanes, volcanic eruption?</i></p>	
<p><b>Public Health and Medical Facilities</b>  <i>Is there a high risk of disease? Is the food and water supply considered safe? Are high quality medical and emergency services available? Are any precautionary medications or inoculations required?</i></p>	
<p><b>Transportation Safety</b>  <i>How will program participants travel once in host country? Is public transportation available? If so, is it safe for westerners? Will anyone be driving a rented vehicle? If so, do they have experience driving in the host country?</i></p>	
<p><b>Socio-Economic and Cultural Conditions</b>  <i>Are any areas on the itinerary prone to civil unrest? Will any national or religious holidays occur that might prompt protests or demonstrations? Are labor strikes expected? Religious, ethnic, or racial tensions? Cultural difference that place women at risk?</i></p>	

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<p><b>Crime</b>  <i>Are there specific areas that should be avoided due to high crime rate? Are any areas on the itinerary known for anti-western violence? Have western interests been the target of terrorist attack? Have westerners been kidnapped from the area?</i></p>	
<p><b>Political Environment</b>  <i>Will any elections occur that might prompt protests or demonstrations? Are there any recent changes in power? Are any changes in power expected?</i></p>	
<p><b>Other</b>  <i>Are there major differences in the laws of the U.S. and host country, i.e. alcohol and substance abuse? Are any dangerous or high-risk activities included as part of the program?</i></p>	

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**BUDGET ESTIMATES**

**Name of Faculty** \_\_\_\_\_  
**Date Prepared** \_\_\_\_\_  
**Department** \_\_\_\_\_  
**Course Title** \_\_\_\_\_  
**Course No.** \_\_\_\_\_

International Site: \_\_\_\_\_

Dates of International Travel: \_\_\_\_\_

General guidelines for preparation:

1. Make best estimate of number of students expected to take the course.
2. Please provide best estimates for budget lines (Center for Global Engagement can help prepare estimates).
3. The official Program Budget will be prepared with the information contained in this form.

**I. STUDENTS**                      **How many students are expected to take this course?** \_\_\_\_\_

II. EXPENSES	Column A	Column B	Column C
<b>A. Faculty Expenses</b>	\$ _____		
1. Roundtrip Airfare	\$ _____		
2. Airport transfers	\$ _____		
3. Accommodations (housing/lodging)	\$ _____		
4. Meals	\$ _____		
5. Events (tickets, admissions, etc.)	\$ _____		
6. Excursions and Local Transportation	\$ _____		
7. Roundtrip Airfare	\$ _____		
8. Transportation (home campus location)	\$ _____		
9. Insurance (\$30) per faculty	\$ _____		
<i>Subtotal A (Add "1" through "8")</i>		\$ _____	
<b>B. Program Expenses</b>	\$ _____		
1. Course Materials (handouts, etc.)	\$ _____		
2. Events (tickets, admissions, etc.)	\$ _____		
3. Program Provider Fees	\$ _____		
4. Local Transportation	\$ _____		
5. Emergency Funds	\$ _____		
6. Other (list)	\$ _____		
<i>Subtotal B (Add "1" through "6")</i>		\$ _____	
<b>Total Faculty and Program Expenses</b>		\$ _____	\$ _____

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*(add subtotals A and B)*

**C. Student Expenses (Costs per student)**

1. Airfare	\$ _____	
2. Accommodations (housing/lodging)	\$ _____	
3. Selected Meal(s) (if any)	\$ _____	
4. Events (tickets, admissions, etc.)	\$ _____	
5. Excursions and Local Transportation	\$ _____	
6. Entry visa cost	\$ _____	
7. Passport	\$ _____	
8. Insurance	\$ _____	
Total Student Expenses		\$ _____
<i>(add "1" through "8")</i>		

**HEALTH & SAFETY**

a. Please address any health, safety, and financial risk you are aware of in the destination country(s), which may include, but not limited to: water activities or travel on water, strenuous physical activity, exposure to dangerous plants and animals, extreme environmental conditions (high altitude), farm visits/working with animals, and homestays.

b. Please identify nearest medical facilities for each program location? What care can be provided?

c. Is there an emergency number (911) for the country? What is it?

**Please attach the itinerary for your faculty-led study abroad program.**