



## Developing and Proposing Short-Term Courses

Westfield State University welcomes Short-term course Proposals.

The mission of the International Programs office at Westfield State University is to develop academically oriented, quality global initiatives, which allow students, faculty and staff to engage the world, both internationally and domestically, through study abroad and study away, international research, institutional partnerships, and curricular development. The university's short-term courses are an innovative part of that program, and offers Westfield faculty the opportunity to teach in an area of the world that they are passionate about. It also offers Westfield students the opportunity to earn credit in an affordable way while experiencing another country, culture, language, or location outside of the Westfield campus.

As you develop your proposal, consider the unique aspect of the design and delivery of your course: you should consider your logistical needs, such as transportation from the airport to your lodgings, from your lodgings to the sites you will be studying, local lecture space, meals, health facilities, access to internet/wifi, free time, curfews, alcohol, etc. Consider your marketing campaign in light of your target audience, the affordability of your program, and which majors and class levels you will accept. I am available to assist you with your proposal, as are faculty who have been successful in developing and leading a successful short-term course.

For inspiration, here is a partial listing of courses offered in this program:

<b>COURSE</b>	<b>LOCATION</b>	<b>FACULTY LEADER</b>
ENVIRONMENTAL BIOLOGY	COSTA RICA	PROF PARSHALL
GHANAIAN ARTS AND CULTURE	GHANA	PROF ALI
WORLD HISTORY/RENAISSANCE/GLADIATORS	ITALY	PROF ABATE
ADOLESCENT DEVELOPMENT: CROSS CULTURAL	SPAIN	PROF SHELLEY
SPANISH CONVERSATION	PUERTO RICO	PROF MORALES-DIAS
ITALIAN POLITICS	ITALY	PROF STEINBERG
INTERNATIONAL ECONOMICS	CHINA	ASST PROF SACKETT
GLOBAL SERVICE PROJECT	NICARAGUA	INSTRUCTOR BRADFORD
CIVIC ENGAGEMENT & LANGUAGE IMMERSION	PUERTO RICO	ASSOC PROF F. WILMA ORTIZ
COMMUNITY HEALTH NURSING	GUATEMALA	ASST PROF SCANLON
GEOGRAPHY OF THE CARIBBEAN	BELIZE	PROF CONZ
FEDERAL JURISPRUDENCE	WASHINGTON, DC	ASSOC PROF PERRY
CULTURE, HISTORY, MEDIA	VIETNAM	PROF GARDNER
IRISH SPORT SCIENCE AND CULTURE	IRELAND	PROF NOUN
DRAMA IN LONDON	ENGLAND	PROF KLEIN
CONCERT CHOIR ENSEMBLE	ITALY	ASST PROF BARBER

To apply to lead a Short-term course:

Refer to Tips for Developing a Successful Short-term Study Abroad Program

1. *Meet* with your department to discuss department priorities, including scheduling, enrollment, and recruiting;
2. *Fill out* the Short-term Course Proposal form and obtain the signature of the department chair;
3. *Attach* a course syllabus;
4. *Meet* with Danielle Emerson, Travel Manager to sketch out a budget, [demerson@westfield.ma.edu](mailto:demerson@westfield.ma.edu);
5. *Submit* signed Proposal, syllabus, and tentative budget to me:  
Cynthia Siegler, Director, International Programs [csiegler@westfield.ma.edu](mailto:csiegler@westfield.ma.edu).

**If you have any questions, please call me at 8545.**

**I am happy to work with you and to direct you to faculty who have taught in the program!**



*The Bosphorus, Istanbul, Turkey, where Europe meets Asia*

## SHORT-TERM STUDY ABROAD PROGRAM PROPOSAL FORM

### **I HAVE SUBMITTED MY PROPOSAL—WHAT'S NEXT?**

#### **WHAT IS THE PROCESS?**

The International Programs Committee (IPC) reviews the Proposals for the President, and he, or his designee, make the ultimate determination about the course schedule. In making his decision, he weighs the merits of the course, its potential audience, and the diversity of offerings in areas of the world.

The Committee reviews the Proposal, syllabus, and budget for the following:

- Student immersion in culture, such as interaction with local university students;
- Student immersion in place, such as excursions to local United Nations World Heritage Sites;
- The course complements and enhances WSU curriculum;
- Learning outcomes and the location are well-integrated;
- Program and its cost potentially appeal to enough students to be economically viable;
- Safety and security aspects are well considered;
- A detailed marketing strategy to recruit students to the course.

#### **My Proposal is ready, now what?**

1. Submit your signed Proposal, syllabus, and tentative budget by November 30, 2018.
2. The International Programs Committee (IPC) reviews the proposals and makes its recommendations to the Provost and Vice President for Academic Affairs.
3. If your Proposal is approved, you will be notified by the chair of IPC and instructed on next steps: developing your marketing campaign and pre-departure Orientation for participating students.
4. Cynthia Siegler will collaborate with you to conduct a site safety evaluation, preparation to market your course and to make logistical and travel arrangements.
5. You will receive an Orientation about Faculty Leader responsibilities and emergency preparedness before departure.
6. The International Programs Office is available 24-hours a day, seven days a week while you are away.
7. You and your students participate in the Welcome back Reception held upon your return.

#### **PROPOSAL DEADLINE: *Friday, November 30, 2018***

Program proposers are strongly encouraged to submit their proposal as early as possible.

#### **PLEASE SUBMIT ALL MATERIALS ELECTRONICALLY TO:**

Cynthia Siegler, Director, International Programs, Lobby, Parenzo Hall

[csiegler@westfield.ma.edu](mailto:csiegler@westfield.ma.edu) 413.572.8545

Call me with any questions you have!

At least a week before the Proposal deadline, contact Danielle Emerson, Travel Manager, [demerson@westfield.ma.edu](mailto:demerson@westfield.ma.edu) 413.572.8035 to make an appointment to sketch out your budget.