REQUEST FOR PROPOSALS
UCR Faculty-Led Summer Study Abroad Programs, Summer 2015

The Office of Undergraduate Education (UE) invites faculty to submit proposals for summer study abroad programs to be offered during Summer Session 2015. The deadline for proposals is Tuesday, July 15, 2014. A faculty information session will be held on Wednesday, June 4 at 12pm (Surge Building, Room 308). Proposals will be reviewed by a committee consisting of Assistant Vice Provost (AVP) of Undergraduate Education Christine Victorino, as well as at least one faculty member and one staff member who have been closely connected with international education. The committee will notify applicants of their decision by July 31, 2014.

UE seeks programs that align with our mission to promote academic excellence and student success. Summer Study Abroad programs offer students the unique opportunity to study closely with a UCR faculty member, while living abroad and obtaining academic credit. Programs will offer eight units of academic credit (e.g., two, four-unit courses) and will be four weeks abroad. Each program will include a faculty member (instructor of record) and a summer Teaching Assistant (TA). TA employment is a unique feature of UCR’s summer study abroad program; TAs will provide instructional and logistical support during the program. Programs would be offered during Summer Sessions; each session is five weeks long, including one week of pre-departure course activities and four weeks abroad. Ladder-rank faculty are eligible to apply.

Faculty are responsible for identifying two courses to be offered during Summer Study Abroad. Courses not currently listed in the catalog will require Academic Senate approval. 190 series courses are eligible for consideration, but successful proposals will include learning objectives, course materials, student responsibilities, and forms of assessment for all courses included in the curriculum. Courses that are cross-listed or meet breadth requirements are encouraged. Department chair approval is required for the proposed courses.

Faculty members should speak the language of the host country and have a demonstrated academic interest and experience living, working, or traveling in the host country. In addition, faculty are asked to identify on-site activities that will enhance the academic content of courses, affordable student accommodations, appropriate classroom space and academic resources (e.g., library, lab, or computer facility), and to investigate programs already offered by UC EAP and other UC campuses. Faculty responsibilities will include recruiting UCR, UC, and non-UC students, creating informational material (regarding itinerary, accommodations, syllabi, and class activities), leading pre-departure student orientations, participating in mandatory faculty training on emergency protocols, handling on-site emergencies, and maintaining administrative and financial records on-site.

Faculty compensation for the five-week session will include $12,000 salary, round-trip coach airfare, accommodations, meals and incidentals, funds for guest lectures, and local transportation (note: program-related expenses require receipts and will be reimbursed after the program is completed). Teaching Assistants will receive summer TA salary, round-trip coach airfare, and accommodations. Programs will require 20 students to run. To plan for late attrition, each program will be required to recruit no fewer than 25 students by end of winter quarter and to collect a non-refundable security deposit from these students. Programs can run with a minimum of 20 and a maximum of 30 students. Recruitment should include clear communication to students that those students enrolling in 8 units during Summer Study Abroad will be eligible for summer financial aid.

In developing faculty proposals, Elizabeth Claassen Thrush (Coordinator) is available for consultation regarding program viability, logistics, and potential overlap with other UC Summer Study Abroad programs. Once a program is approved, UE will work with faculty to finalize program plans, develop marketing and recruitment plans, provide mandatory faculty training on emergency protocols and administrative/financial reporting, and preparation of logistics prior to program departure.

For more information, please contact: Elizabeth Claassen Thrush (Coordinator), Elizabeth.thrush@ucr.edu, (951) 827-7739; or Christine Victorino (Assistant Vice Provost), christine.victorino@ucr.edu; (951) 827-2617.

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PROPOSAL GUIDELINES

Faculty proposals must include the following four items:

1. Program narrative, 2-3 pages addressing the issues listed below.
2. Draft of program budget; please complete attached budget.
3. Course descriptions for two courses (eight units total).

Completed proposals must be submitted to Office of Undergraduate Education, by email with attachments to elizabeth.thrush@ucr.edu. Please include the following subject line: “Proposal for Summer Study Abroad (Faculty Name).”

Deadline: Tuesday, July 15, 2014

1. Narrative Instructions

a. Program Description (1-2 paragraph description to be used for recruiting students)

b. Rationale for Location (advantages of teaching proposed courses in host country, comparative advantages of proposed program as compared to existing UCEAP or UC study abroad programs)

c. Rationale for Courses: (a) Please provide rationale for teaching proposed courses abroad. (b) Specify which courses fulfill major, minor or general education (or breadth) requirements and describe required pre-requisites. (c) Provide weekly schedule and plan for contact hours during four weeks abroad; note, students are generally expected to have 120 hours of work for each four-unit course (during five week program); of this, 30-40 hours total must be direct contact hours for each course. (d) Will any of these courses be offered during the 2014-15 Academic Year or Summer Sessions?

d. Host Country Expertise (your experience living, working, or traveling in host country; language fluency)

e. Planned Experiences on-site, e.g., field trips, guest lectures, interaction with local students and community

f. Proposed Logistical Arrangements: (a) faculty and student accommodations, proximity to classroom space, (b) classroom space, location, AV equipment, access fees, (c) local transportation options, and (d) meal options.

g. List of prior experiences leading students in off-campus academic programs or activities.

h. Student Recruitment Plan (identify target audience, describe strategies to recruit 25-30 students from UCR, UC, and other institutions)

i. Local contacts in host country who could help you organize field trips or local transportation, handle emergencies, etc.
2. Program Budget
Please include figures in US dollars (USD), and include exchange rate used to determine figures. Please break down expenses for specific excursions, and add rows as necessary.

<table>
<thead>
<tr>
<th>Program Expenses</th>
<th>Amount (USD)</th>
<th>Additional Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor International Travel (coach airfare, ground transport)</td>
<td></td>
<td>example: to/from LAX</td>
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<tr>
<td>Instructor accommodations</td>
<td></td>
<td>may be able to negotiate special or reduced rate, for providing paid accommodations for 25 students</td>
</tr>
<tr>
<td>Instructor meals and incidentals</td>
<td></td>
<td>examples: breakfast, lunch and dinner (no alcohol); cell phone expenses; maps; bank charges</td>
</tr>
<tr>
<td>TA International Travel (coach airfare, ground transport)</td>
<td></td>
<td></td>
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<tr>
<td>TA accommodations</td>
<td></td>
<td>may be able to negotiate special or reduced rate, for providing paid accommodations for 25 students</td>
</tr>
<tr>
<td>Room and board for 25 students (example: $37,500)</td>
<td></td>
<td>example: $50 per night, per student, 30 nights = $1500; $1500 per student x 25 students = $37,500</td>
</tr>
<tr>
<td>Classroom and course-related expenses for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: classroom rental and media services $1000</td>
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<tr>
<td>Local transportation for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: bus or train passes</td>
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<tr>
<td>Museum passes or discount cards for 25 students, 1 TA, and instructor</td>
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<tr>
<td>Group meals for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: farewell dinner</td>
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<tr>
<td>Excursion 1 for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: entrance fees and bus rental</td>
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<tr>
<td>Excursion 2 for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: entrance fees only</td>
</tr>
<tr>
<td>Excursion 3 for 25 students, 1 TA, and instructor</td>
<td></td>
<td>example: transport fees only</td>
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<tr>
<td>Other field trips or excursions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guest lecturer(s)</td>
<td></td>
<td>example: stipend for guest lecturer</td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Expenses per student (Total divided by 25)</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

Note, that above program expenses will be added to course and campus fees, approximately $2400 for Summer 2014.

3. Course descriptions for two courses (eight units, e.g., two, four-unit courses).
UCR Faculty-Led Summer Study Abroad Programs
Proposal Cover Page, Due: July 15, 2014

INSTRUCTOR INFORMATION

Name: _________________________________
Academic Appointment and Rank: _________________________________
Program/Department: _________________________________
Employee ID: _________________________________

CONTACT INFORMATION

Email Address: _________________________________
Campus Phone: _________________________________
Cell Phone: _________________________________
Other Phone (where you can be reached during summer 2014): _________________________________
What is the best way to reach you? _________________________________

PROGRAM INFORMATION

Programs occur during five-week Summers Sessions, with four weeks abroad.

Program Title: _________________________________
Proposed Program Dates: ☐ Summer Session I (June 22-July 25, 2015)
☐ Summer Session II (July 27-Aug 29, 2015)

City and Country: _________________________________
First Course Number and Title (number of units): _________________________________
Second Course Number and Title (number of units): _________________________________

Will you be teaching during fall quarter to assist with publicizing your program? ☐ YES ☐ NO

Will you be on campus or in Riverside for the entire 2014-15 academic year? ☐ YES ☐ NO
If NO, please indicate when you will be away. Will you be able to hold information sessions on campus during your time away? Will you be able to participate in pre-departure faculty and student orientation sessions during spring quarter?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Faculty Signature ____________________________ Date ____________________________

DEPARTMENT INFORMATION

Program/Department: _________________________________
Program/Department Chair Name: _________________________________

Program/Department Chair Comments:
__________________________________________________________________________________________
__________________________________________________________________________________________

Program/Department Chair Signature ____________________________ Date ____________________________