

KSU in Italy, Summer Proposal Form

INSTRUCTOR INFORMATION

Main Instructor: _____ Email: _____ Phone: _____

Replacement Instructor (required): _____ Email: _____ Phone: _____

Secondary Instructor (optional): _____ Email: _____ Phone: _____

COURSE INFORMATION

Department Code(s) and Course Number(s): _____

Course Title(s): _____

Estimated Enrollment: _____ Maximum Enrollment: _____

COURSE INFORMATION AND SYLLABUS

The KSU in Italy summer program typically runs between mid-May and Mid-June. Depending on overall program course capacity, some courses might be encouraged to operate outside of these dates.

KSU in Italy's weekly course schedule will depend on the number and nature of courses involved. It is likely that courses will be scheduled on three days during the week (such as Mondays, Tuesdays, and Thursdays) to accommodate for day trips and free weekends.

All students participating in this program will participate in overnight trips to Rome and Florence. Depending on interest and budget, KSU in Italy may add additional day trips to other locations. Consider what activities in Orvieto and the surrounding areas are essential for your course's student learning outcomes.

Please attach separately a copy of a tentative **course syllabus** that includes the following information:

- Course description
- Student learning outcomes
- Essential instructional resources (i.e. markers, A/V equipment)
- Required textbooks (if any)
- Required assignments
- Preferred number of hours per week in the classroom
- Preferred specific class meeting times or days of the week (i.e., Tuesday mornings, one day per week)
- Preferred out-of-class activities for your course (i.e., workshops, site visits, day trips)
- Preferred activities, sites, and excursions in Rome and Florence for your course

Please attach separately a copy of a **marketing plan** that includes the following information:

- Target audience: describe briefly how your course will appeal to students across multiple disciplines and colleges
- Recruitment strategy: describe briefly how you will promote your course

Please note that proposals that do not include these details within their course syllabi and marketing plans may not be selected. To maximize program enrollment courses with pre-requisites are discouraged.

Complete proposals must be submitted to Education Abroad no later than **May 1st of the year prior**.

KSU IN ITALY POLICIES AND PROCEDURES

Please read and agree to the following KSU in Italy Policies and Procedures as well as the standard Education Abroad Policies and Procedures (located at http://www.k-state.edu/abroad/faculty-advisors/fac_led_policies/KSUIPolicies.html)

Education Abroad and KSU in Italy Responsibilities

The Office of International Programs, Education Abroad, and the KSU in Italy Program Director, among other tasks, will build courses with Global Campus; coordinate course schedules; organize its own promotion of the Interdisciplinary program as a whole; collect and process student applications; manage student enrollment; arrange student and instructor housing, ground transportation, official excursions, and other tour logistics; administering all financial related matters associated with the program; help arrange instructor airfare; and provide student support and risk management for the duration of the program.

Instructor Responsibilities

If selected to participate in the KSU in Italy summer program, instructors must commit to participate by **August 1st of the year prior**. Instructors who commit to participate agree to lead their course during the Summer term, unless they can arrange a replacement instructor, their course does not gain sufficient enrollment (minimum of 8 students), or the KSU in Italy program as a whole is not viable. Instructors are expected to be in Orvieto, Italy (tentatively) from **Mid-May to Mid-June**. Instructors must organize their course syllabi; communicate clearly, frequently, and collaboratively with Education Abroad, other KSU in Italy instructors, the Program Director, and students; disclose any potential conflicts of time or availability; promote their own courses above and beyond the services that Education Abroad provides; meet with Education Abroad and other KSU in Italy instructors to assist with program coordination when available; instruct their courses while in residence in Orvieto; assist the KSU in Italy Program Director with student support and risk management as needed; and commit to and uphold the policies, procedures, and laws of Kansas State University, the State of Kansas, the United States, any host organizations, and Italy.

KSU in Italy Financial Information

Funding for KSU in Italy administration, instructor travel expenses and compensation are generated from the Program Fee and Program tuition. Education Abroad determines the minimum number of students required for the program to be financially viable. If the pre-determined minimum course enrollment is not met, then the course is cancelled. Travel expenses are determined by Education Abroad in consultation with the Kansas State University in Italy Program Director. Instructor compensation is based upon state of Kansas tuition rates, Program budget and student enrollment in the Program. For more details about KSU in Italy financial information, please contact Education Abroad.

APPROVAL SIGNATURES

I have read, understand, and agree to the above KSU in Italy Policies and Procedures (also located on the Kansas State University Education Abroad website at http://www.k-state.edu/abroad/faculty-advisors/fac_led_policies/KSUIPolicies.html).

Main Instructor: _____ **Date:** _____

Replacement Instructor: _____ **Date:** _____

Second Instructor (if any): _____ **Date:** _____

Department Head(s): _____ **Date:** _____

College Dean(s): _____ **Date:** _____

OIP Office Use Only:

Assistant Director of Education Abroad: _____ **Date:** _____

Director of Education Abroad: _____ **Date:** _____