

Single Course Program, Summer 2019 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): _____ Number of Credit Hours: _____

Course Title(s): _____

Estimated Enrollment: _____ Maximum Enrollment: _____

Prerequisites (*if any*): _____

STUDY TOUR INFORMATION

Departure Date: _____ Return Date: _____

Locations in addition to Orvieto (*if any*): _____

Please Attach Separately the following:

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

Marketing plan that includes the following information:

- Target audience: describe briefly how your course will appeal to students, specifically mentioning majors and minors to target
- Recruitment strategy: describe briefly how you will promote your course

Tentative Tour Itinerary, including:

- Activities in Orvieto and other locations
- Excursions to other cities or regions

Please note that proposals that do not include these details within their course syllabi and marketing plans may not be selected.

Complete proposals must be submitted to Education Abroad no later than **May 1, 2018**.

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 program; 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

Single course summer program instructors must commit to participation in the program by **August 1, 2018**. Instructors who commit to participate agree to lead their course during the Summer 2018 program, unless they can arrange a replacement instructor, or their course does not gain sufficient enrollment (minimum enrollment to be determined by Education Abroad) Instructors must organize their course syllabi; communicate clearly, frequently, and collaboratively with Education Abroad, 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 to assist with program coordination when available; instruct their course 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 course enrollment required for the Program to be financially viable. If the minimum Program enrollment is not met, the Program 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:** _____