

Proposals for 2020 Mayterm/Summer Off-Campus Programs

If you are interested in directing an off-campus program during Mayterm or Summer, 2019, please submit a proposal following the outline below. Proposals should be emailed to Kim Notehelfer by March 8. They will be reviewed by the Off-Campus Programs Committee and Senate. If you have questions as you prepare your proposal, please feel free to be in touch with us.

Proposal Outline

1. Title and Focus

Provide a title and a brief description of the program that situates it in the larger context of the Westmont curriculum. If the program is particularly designed for students in specific majors, include that information in the description. This title and description may be shared in various college publications or with a wider audience (e.g., Global Education web site, Provost's Report, Board of Trustees).

2. Student Participants

Provide a brief description of the program's target audience indicating whether you expect or hope to draw students from a particular major, year in school, or academic ability.

3. Courses Offered

Mayterm programs typically offer 4 to 10 units of credit for participants. In some cases, students take all the courses offered; in some, they might all take a core course and then have a choice between two other courses. Some programs offer a 1-unit PE course that uses the natural opportunities of travel to build in intentional fitness and exercise. Courses may be team-taught. See the budget section below for information on faculty compensation.

The itinerary of the program has an impact on the number of units the program can offer.

If the program includes class meetings on campus before the trip begins, students earn one unit of credit for every 12 hours of classroom time. During the travel time, students can earn one unit of credit for each seven-day week the program is active. For example, the following itinerary would allow students to earn four units:

May 8-11: class 3 hours per day (4 days);
May 12: travel to London;
May 13-June 2: program in England (3 weeks);
June 3: return to US

If you plan to offer courses currently in the Westmont Catalog, list their number and name (e.g., RS 20 Introduction to Christian Doctrine), and the faculty member(s) who will teach them. For each new course (not yet in the catalog), indicate who will teach it and provide a title and short description in the proposal, and as separate documents, a preliminary syllabus for each course. See the syllabus template on the provost's site for general guidance. While it may change in the coming months as

you refine it, for this proposal the preliminary syllabus of any new course should identify:

- The purpose of the course and its learning outcomes;
- A proposed list of readings and texts;
- The main assignments and exams;
- The major, minor, or General Education credit you intend the course to meet.

Be aware that new courses will need approval from the Review Committee of Academic Senate. Courses giving major, minor, or GE credit will also need approval from departments or the GE Committee. You will want to have proposals ready to submit to those groups by March 20 so that action can be taken before the end of the semester.

4. Faculty/Staff

Identify the faculty who plan to lead the program and teach the courses. If you intend to include non-Westmont faculty or instructors (beyond someone who might give a single guest lecture), please list them and include a curriculum vitae for each of them.

If you intend to include non-Westmont instructors who have not taught for Westmont in the past two years, you will need to follow the part-time faculty hiring process outlined on the Department Chairs page of the Provost's web site.

If substantial instruction will be provided through another institution to which Westmont will pay a fee (e.g., Institute for Holy Land Studies, Bath University), include information about that fee in your budget (see below).

Enrollment and course offerings impact the program budget and the number of faculty the program can sustain. A maximum of 16 students can attend a program led by one faculty member. See the guidelines on budget below for more information.

5. Itinerary

While you will almost certainly need to make adjustments to your itinerary as the planning process continues, include a proposed travel schedule that specifies the start date of the program, number of days on campus (see above for implications for course credit), destinations and number of days in each, mode of transportation between locations, and program end date. For example:

Week One

Monday 5/8 through Friday 5/12 On Campus (12 hours of class time);

Week Two and Three

| | | |
|-----------|------|-----------------------------------|
| Monday | 5/15 | Travel LAX to Belfast, N. Ireland |
| Tuesday | 5/16 | Belfast |
| Wednesday | 5/17 | Belfast |
| Thursday | 5/18 | Belfast |
| Friday | 5/19 | Belfast |
| Saturday | 5/20 | Belfast |
| Sunday | 5/21 | Belfast |
| Monday | 5/22 | Belfast |

| | | |
|-----------|------|--|
| Tuesday | 5/23 | Belfast |
| Wednesday | 5/24 | Travel to London by train |
| Thursday | 5/25 | London |
| Friday | 5/26 | London |
| Saturday | 5/27 | Travel to Stratford-upon-Avon by coach |
| Sunday | 5/28 | Stratford |

Week Four

| | | |
|---------------|----------|-----------------------------|
| Monday-Friday | 5/29-6/2 | Stratford |
| Saturday | 6/3 | Return to US; program ends. |

6. Budget

While there are no specific policies dictating the maximum per-student cost of a program, we want to do our best to offer programs that will provide a valuable experience for students and be accessible financially, since students do not get any Westmont financial aid for Mayterm programs. Program fees typically fall between \$6500 and \$9500, without airfare. When your program is approved, you will work with the Global Education Office to develop a detailed budget that meets the program goals and keeps accessibility in mind.

In this proposal, you should identify the following expenses:

Faculty compensation Faculty instructors are paid according to the Mayterm salary schedule, estimated for 2020 to be:

| | |
|---------------------|--------------|
| Assistant professor | \$1587/unit; |
| Associate professor | \$1690/unit; |
| Professor | \$1820/unit; |

If a course is co-taught by two faculty, they may each receive compensation for the course, up to 8 units total for each (if courses totaling 8 units are co-taught). For example, for the following course offerings:

- MA 5 co-taught by Dave Hunter and Patti Hunter;
- MA10 taught only by Patti Hunter

Dave would receive 4 units of compensation and Patti would receive 8 units. If Patti and Dave co-teach both courses, they would each be paid for 8 units.

Faculty teaching a PEA course on Mayterm receive one unit of compensation.

Significant Anticipated Program Expenses If your program will include significant (more than \$800/student) activity expenses (e.g., tickets to multiple theater productions) or expenses related to special guides or guest lecturers exceeding \$1000, provide an itemization of those expenses and a brief rationale for them. For example:

Activity Expenses

Admission to 20 amusement parks: \$60/per park/person = \$1200/person

Rationale: this program focuses on the history and cultural context of European amusement parks; visits to these parks forms an essential part of students' research.

Guide/Lecturer Expenses

Guide and lecture services provided by Angela Merkel: \$5,000/day, 7 days = \$35,000

Rationale: this program focuses on the European immigration crisis and Chancellor Merkel is uniquely equipped to provide the analysis and insight we need.

Additional Policies for Mayterm Off-Campus Programs

Administrative Stipends

Faculty leading a Mayterm off-campus program may receive an administrative stipend in addition to their stipend for teaching the courses. The stipend is intended to compensate faculty for time spent making and booking travel arrangements. If more than one faculty member is leading the program, the team may allocate the administrative stipend as they wish. Administrative stipends depend on the number of students enrolled in the program:

1-10 students: \$3000 11-20 students: \$4000 21-30 students: \$5000 31+ students: \$6000

This stipend can be paid in the semester before the Mayterm program, after students have confirmed their enrollment. If the program will incur significant expenses for a third-party provider of guide or travel arrangement services, the faculty administrative stipend may be reduced.

Accompanying Family Members

Family members do not typically accompany the program as guests, though the Off-Campus Programs Committee may consider such requests. If approved as guests, family members cover their own expenses. With approval of the Off-Campus Programs Committee and the director of global education, a family member may take on a specified role in the program with compensation (instructor or administrator). Please include requests regarding family members in your proposal.

Risk Management

You do not need to address issues related to safety and security in your proposal. If your program is approved, the Global Education Office will work with you and the Global Travel Advisory Group (GTAG) to draft a risk-management plan.