

Part A: Developing and Proposing Short-Term Field Courses

Thank you for taking the initiative to propose an international or domestic academic field course. Short-term off-campus courses create opportunities for our students to access another culture and educational experience. Hampshire College seeks to expand off-campus learning by offering a broad range of short-term field courses that serve students' academic needs and that forward their understanding of complex issues within a global context. Please read the following guidelines to ensure that the off-campus course you are proposing can and will be successful.

OVERVIEW OF SHORT-TERM COURSES

Definition of a Short-Term Field Course

Short-term field courses are:

- Designed and led by Hampshire faculty
- International or domestic in location
- Academic in nature, usually linked to a particular field of study and an area of expertise of the faculty director
- Typically 2-4 weeks in length taking place in either January or May/summer, after the end of spring semester (referred to as summer courses)
- Field based courses
- Include a program fee for the students used to administer the program which also includes faculty director's expenses
- Proposed through the global education office and approved by the school deans & the dean of faculty

Faculty Eligibility and Compensation

- Regular faculty members on contract at Hampshire College are eligible to lead short-term field courses and receive compensation.
- Faculty associates may be eligible to lead a course with prior approval of supervisor and school dean and are eligible to receive a stipend for leading a short-term field course.
- Adjunct (including alums) and visiting faculty proposing a field course must plan to co-teach with a regular Hampshire faculty member to ensure adequate academic integration and expectations.
- Faculty may still be eligible to lead a course if planning to be on leave or sabbatical during the academic year. However, faculty must be able to meet all responsibilities of leading the course including attending necessary faculty director meetings, assisting with promotion and recruitment of students for the course, and being in regular contact with the Global Education Office regarding course enrollment and logistics.

- A \$5000 stipend is available to faculty members whose proposals have been accepted and approved. This stipend will be split if the course is co-taught with another faculty member.
- Stipends are intended to compensate faculty for the work they have done *before, during, and after* the field course takes place.
- Stipends will be paid upon successful completion of the course and after all evaluations and budget reconciliation have been submitted.

Faculty Director and GEO Responsibilities

The faculty director is responsible for all aspects of academic and logistical course development and facilitation before, during and after the program. This includes academic expectations and teaching, pre-trip orientation, budgeting and accounting, travel logistics, course promotion, health and safety, risk management, student evaluation, and anything else associated with leading and teaching a short-term field course. The primary responsibility of the faculty director while overseas is to provide a safe environment that allows and encourages all participants to have a successful and fulfilling program.

Faculty directors are expected to attend TWO Faculty Director's Meetings to help prepare for leading the short-term course as well as any other necessary course planning meetings associated with the program. The first meeting will focus on important logistical and procedural updates, student recruitment and budgeting. The second meeting will focus on health and safety best practices, student support and requirements in leading the program in the field.

The global education office (GEO) is here to provide support in those areas and to help facilitate many of the processes involved particularly when it comes to recruitment, application processing, distribution of financial aid and overall health and safety of the program. Please refer to "Guidelines for Leading a Short-term Field Course" in the appendices for more detailed summary of the responsibilities for both the faculty directors and the global education office.

PROGRAM DEVELOPMENT

Faculty members are encouraged to design a course based on their own scholarship, interests and academic connections overseas. It is **highly** recommended that you talk to both your school dean and the global education office (GEO) in the early stages of program development. GEO can advise on logistics, health and safety and budgetary concerns and put you in touch with possible organizations to help you organize your program if you do not have your own connections. Please consider the following guidelines before submitting your proposal:

Conduct a Site Visit

Site visits are crucial to the success of a program. Knowledge and familiarity with a location as it pertains to the specific program is required. Before submitting a proposal, it is **essential** that faculty have conducted a recent site visit of the location in which they propose to take students. Funding for site visits vary, but may include faculty development funds, research funds, scholarships/grants, etc. Please contact the global education office or the dean of faculty office for ideas and suggestions.

Guidelines for routine site visits are available through the global education office (see appendices). Site visits generally include assessing the physical and logistical aspects of a location to determine whether there is the necessary infrastructure to support the academic needs of the course and the health and safety of the participants.

Course Planning & Logistics

Faculty directors are responsible for planning and budgeting for both academic content and trip logistics.

Dates/Length of Study

- Short-term field courses must be at least 12 days long and have *at least* 5 hours/day of planned academic time (60 contact hours) plus additional time for student course preparation, course work, and follow up requirements.
- Program officially begins at the date/time when the faculty director specifies for students to arrive on site.
- Proposed January course must end in time for students to return to campus for spring term.
- Proposed summer field courses must plan to leave AFTER the end of the exam period extending to each of the five college institutions. It is recommended that the course also plan to leave after commencement at Hampshire College.

Course Content

The short-term courses are worth credit equivalent to one semester academic course (approximately 4 credits). Therefore the course expectations should meet the same standards as a semester academic course.

- All courses must be academic in nature and fit the curriculum of the school(s) in which they are listed.
- Course content is up to the faculty director leading the program and should reflect a particular area/field of expertise of the faculty director.
- All courses should specify which distribution areas will be met.
- Course levels and fulfillment of distribution requirements are up to the school dean for final approval.
- Things to consider when designing the **course content**:
 - What are the educational objectives of the course?
 - How does the course fit the larger educational objectives/learning goals of the school and/or Hampshire College?
 - How does an off-campus field component enhance the educational objectives of the course?
 - What are the pre-requisites needed (if any) for a student to be enrolled in the course? Is there a language requirement?

- Does the course engage students in language learning experiences? If so, what approaches are being used?
 - How does the course address questions of diversity and multicultural learning?
 - How does the course connect with the local resources and communities in the host country?
- For courses that meet the Division I distribution requirement the cumulative skills that this course will satisfy must be listed in the proposal.

Course Logistics and Safety Precautions

Faculty directors are responsible for arranging the logistical components of the course and for taking adequate measures to ensure participants' safety in the program. More in-depth guidance on managing the risks when planning and leading off-campus courses is available through the Five College Risk Management Office, www.fivecolleges.edu/riskmgmt/facstaff. Below are some things to consider when designing the **program's logistics**.

- **Travel:** How is the group traveling from point of departure to destination; how will they get to the point of departure? Where and when does the program originate?
- **In-Country Program Support:** What types of resources are present in country to help with logistical support? Do you have pre-established in country contacts or are there onsite services who can assist you in organizing the program? If not, what types of services do you need to find to assist you in-country?
- **Transportation:** What kind of travel is necessary/available in country? How will the group be getting around?
- **Accommodations:** Where will the group be staying? Is it in a safe, clean and culturally appropriate environment? Are you considering homestays? If so, how will they be vetted and by whom? Where will the Faculty Director be staying and what is proximity of the location to the students? Can the Faculty Director easily reach the students in an emergency situation?
- **Food:** What meals are included and how are they paid for? Are students responsible for any meals on their own?
- **Space needs:** Is classroom space required? Available?
- **Activities:** What kinds of visits, excursions, or cultural activities are available?
- **Physical and Mental Health:** What physical and mental health resources are available in the host country? Students should be informed of what is—and most importantly, what is not—available so they can self-select to participate based on their health needs.
- **Accessibility Requirements:** For students with different modes of mobility, are accommodations available and sufficient so that the student can participate safely in the trip? Does the site and/or itinerary have any accessibility limitations for participants?
- **Safety and Risk Management:** What is the current social, political, environmental climate of the host country? What are the potential safety risks in the areas you plan to travel to? What is the current US Department of State Travel Advisory Risk level (Note: levels 3 and 4 need additional information. Please speak to GEO).

- **Emergency Response:** Are their appropriate emergency systems and protocol in place to help ensure participants' safety?
 - **Passport, Visa and Health Requirements:** Do participants need a passport? Does the country require a visa? Are the requirements for international students different from those for US students? Are particular inoculations or medications required or recommended?
- **NOTE ABOUT TRANSPORTATION:** Student participants are **NOT allowed** to drive any type of motorized vehicle while on a Hampshire short-term field course.
 - **NOTE ABOUT HOMESTAYS:** Homestays should only be used if placements can be evaluated and vetted in advance to ensure they are appropriate for undergraduate students and are in a safe local environment and community. All homestays will need a services and/or rental agreement.

Program Budget Development

- All faculty directors are expected to develop their own program budgets. The purpose of the budget is to ensure sufficient funds for a program's needs and to determine what the cost to the student will be.
- Program costs cover faculty and student expenses such as accommodations, ground transportation, tuition, excursions and activities.
- Program budgets should be determined based on the minimal number of students needed to run the program and should account for changes in the exchange rate.
- Faculty Directors should use the GEO Budget template (xls) in determining budget costs. A version in Word is included in the appendix.

Basic Budget Model

Faculty director expenses + direct student expenses/the number of participants = program fee. Samples are available through GEO. Discussing your budget with GEO prior to making a proposal is strongly recommended.

Faculty director expenses include: airfare, ground transportation (including transport to and from airport and additional expenses such as parking), accommodations, meal allowance, special materials needed, activity expenses associated with course (including museum fees, theater tickets etc.)

Direct student expenses include: In country ground transportation, accommodations, meal allowance (group meals), required group events, airport transfers, guide fees (when appropriate), guest lecture fees, classroom costs, tuition, and pre-departure administrative costs to cover interest sessions, promotional materials and orientation (including food, posters etc.). Some faculty directors choose to employ a TA – their expenses can also be included as a student expense. In addition, a 1% fee must be calculated to cover bank fees, wire transfer fees, credit card fees, etc. In addition, a \$75/participant contingency fund should be included to cover currency fluctuations, emergency situations and unexpected expenses.

Additional student expenses are not included in the budget or the program fee and need to be communicated to the student. Additional expenses include airfare, visas, passports, textbooks,

medications and inoculations, additional meal expenses, host family gifts, spending money etc. It is helpful to give students guidelines as to what these additional expenses will run.

PROPOSAL PROCESS

Submitting Proposals

- Faculty interested in leading a GEO short-term field course are required to submit a short-term field course proposal by mid-April (date to be determined each year) to the global education office. For summer short-term field courses, this means submitting a proposal the April ONE YEAR prior to the course running. Online proposal forms can be found at www.hampshire.edu/geo/facultyresources.htm.
- Proposals are submitted to the GEO using the online proposal format (available on both GEO and DOF websites).

Evaluating Proposals

- Hampshire College seeks to offer a broad range of short-term field courses from different schools and academic disciplines while maintaining a balance of courses that are open to all and those that have prerequisites, location, language requirements, divisional requirements, etc.
- All proposals are first evaluated upon their own merit and then within the larger proposal pool to ensure that a balanced and diversified selection of programs is being offered.
- All proposals are evaluated on the following criteria set by the Global Education Advisory Committee:
 - **Academic content and relevance**--course objectives, rationale for a field course, course academic quality, academic requirements, relevance to larger curriculum
 - **Safety and security**—adequate security precautions in place, current situation of the country (What is the current US State Department Travel Advisory Level?)
 - **Logistical organization**—recruitment plan, reasonable projected budget/student cost, housing, in-country contacts and support services, orientation and re-entry planning
 - **Faculty director's experience and qualifications**---site visit complete, in-country and subject experience, prior experience teaching/leading courses abroad, plan in place to prepare if new to leading a course, is the faculty in good standing.

Approval Process and Timeline

In general, short-term field course proposals are typically due in Mid April and faculty are notified at the end of June/ beginning of July regarding course approvals.

- **Mid April:** On-line proposal form submitted to global education office
- **End April:** Reviewed by the global education office and recommendations made to school deans based on criteria set by the Global Education Advisory Committee.
- **End May/June:** Proposals are reviewed and approved by the school deans and dean of faculty. Final approval may be dependent on amount of funding available through the global education office.
- **June/July:** Global education office/dean of faculty alerts faculty.
- **Beginning July:** Faculty directors accept offer to lead course and returns contract letter to GEO.

APPENDIX H: GUIDELINES FOR RUNNING SUCCESSFUL SHORT-TERM COURSES

These guidelines have been put together in an effort to clarify the responsibilities of both the Global Education Office and Faculty Directors when managing the Short-term Field Courses. GEO is here to help support your efforts as Faculty director so that you and your students have a successful and safe Short-term Field Course. This document simply highlights some of the primary duties for both Faculty Directors and the GEO. Please note that all responsibilities may not be listed below and that some may overlap between Faculty Directors and the GEO. For more detailed instructions, please refer to the ***Handbook for Faculty Proposing and Leading Short-term International & Domestic Field Courses***.

Short-term Faculty Directors are responsible for....

- Preparing and administering all academic content and logistical planning of the short-term field course (this includes accommodations, transportation etc.) before and during the program.
- Recruiting and promoting of the course through their classes and advising meetings. Faculty Directors are also responsible for promoting their course to other faculty at Hampshire and other Five College institutions.
- Student selection. Faculty directors are responsible for selecting participating students based on their applications and recommendations. It is the Faculty Director's responsibility to give GEO the final student list within 1 week after the application deadline.
- Providing GEO with a clear course description which includes costs of program, dates and other essential information prior to the start of the fall (for January courses) or spring (for summer) semester.
- Establishing and maintaining the program's budget. This includes determining the program cost, determining how the budget will be distributed and tracking related expenses during the program. Upon return, Faculty Directors are expected to account for all money spent as part of this program. Faculty Directors should plan to reconcile the budget and return receipts, credit cards and left over cash to GEO within 3 weeks of the program end date.
- Planning student travel and making travel arrangements. All instructions regarding student travel (date, time, meeting place) should be given to the GEO so that we may include the information in the Acceptance Packets and review students travel itineraries to make sure they match expectations. If possible, please inform the GEO of these preferences before the beginning of the fall or spring semesters prior to promoting the program.
- Program and country specific pre-departure materials. This includes syllabi for course and any other necessary travel, logistical and contact information that pertain to your course.
- Conducting pre-departure orientation. Faculty Directors are required to hold at least one orientation session that covers logistical information, academic policies and health and safety precautions and recommendations. It is also recommended that faculty give this information to students in written form upon acceptance to the program (see above).
- Notifying GEO that all have arrived at destination. GEO will then notify families of safe arrival.
- Administering the course in the field. Faculty Directors are responsible for the safety and well-being of students while off-campus and are expected to adhere to Hampshire College policies during the duration of the program. Faculty are responsible for attending a faculty director's meeting regarding health and safety prior to running the program. Addition information and resources can also be found in GEO's ***Faculty Director Guide for Effective Program Management***.

- Submitting course evaluations. All work must be completed within one week after returning from the field. Faculty must provide summary Evaluations to Central Records immediately after the end date of the course. Full course evaluations are due from faculty two weeks after that date.
- Final Budget Reconciliation. Submitting all budget log sheets, receipts, reimbursement & missing receipt forms, ATM debit card and any left over cash to the GEO within 3 weeks of the program end date.

The **Global Education Office** will be responsible for supporting the Faculty Directors and their short-term courses by....

- Communicating Hampshire College policies and procedures as related to short-term field courses and supporting with any necessary training or resources.
- Preparing promotional material that includes information regarding application and financial aid information, course specifics. This includes website development, creation and distribution of fliers, and announcements on HC announce.
- Hosting study abroad information sessions and tables to help with the promotion of all short-term courses.
- Working with the Faculty Directors to determine the course budget. The GEO will provide log sheets or an Excel expense template and any necessary materials to help Faculty Directors keep track of their budgets. GEO will act as a liaison between the faculty director and the business office as necessary to ensure clear communication of Hampshire policies and procedures.
- Distributing and collecting application materials for all short-term courses.
- Collecting all deposits and final payments associated with the short-term courses.
- Distributing and determining financial aid awards for all short-term courses.
- Sending formal acceptance packets to all accepted students that includes financial aid awards, important deadlines and post-acceptance forms.
- Collecting post acceptance forms that include emergency contact information, risk waiver, health information and travel itineraries.
- Registering students with Central Records once course has reached full enrollment.
- Providing students and faculty directors with information related to health and safety procedures and protocol through orientation sessions and written materials.
- Conducting a pre-departure orientation to address health and safety, student conduct, general travel information and cultural adjustment. GEO will also collaborate with Faculty Directors regarding general safety protocol and course specific orientations as needed.
- Providing students and Faculty Director with appropriate Emergency contact information for the duration of the program.
- Providing Faculty Directors with pre-departure packets that include student contact, travel and medical information, safety emergency protocol and procedures, budget daily log sheets and related budget information to help with budget management.
- Acting as the primary point of contact for students, faculty directors and parents in the case of emergencies during the program.
- Preparing the final budget reconciliation upon receiving receipts and logs from faculty directors and sending to the Business Office.