

## Global Education Office 2020 Short-term Field Course Proposal Form

This form is to be used for all international and domestic Short-term Field Course proposals for January and May/summer 2020. Please use the accompanying preliminary budget template (EXCEL spreadsheet) to assist with estimating program budget expenses. Please also refer to the guidelines, "Developing and Proposing Short-term Field Courses" available on the GEO website prior to completing this form.

All course proposals for January or May/summer 2020 must be submitted by **Monday, April 22, 2019** to the Global Education Office via email to [hstgermaine@hampshire.edu](mailto:hstgermaine@hampshire.edu).

### **BASIC COURSE AND PERSONAL INFORMATION**

#### **First Name/Middle Initial/Last name**

Click here to enter text.

#### **Title**

Click here to enter text.

#### **Email**

Click here to enter text.

#### **Position**

Click here to enter text.

**Co-Leader** (If non-Hampshire faculty, please specify Hampshire faculty who will be co-leading this course)

Click here to enter text.

**Do you plan to be on leave or on sabbatical at any time during the academic year prior to leading the short-term course?** (NOTE: faculty who are on leave or sabbatical are still required to participate in faculty director meeting, promote and recruit for their course and be available to coordinate course enrollment and logistics with GEO.)

Click here to enter text.

#### **School affiliation**

Click here to enter text.

#### **Course Title**

Click here to enter text.

**Proposed Course Level** (NOTE: if you are not sure what level to assign your course, please select "undecided.")

Click here to enter text.

**If your course is a 200-level course, can it be used to satisfy the Division 1 distribution requirement?**

[Click here to enter text.](#)

**Location**

[Click here to enter text.](#)

**Departure Date**

[Click here to enter text.](#)

**Return Date**

[Click here to enter text.](#)

**Projected program cost to each student** (divide program budget fee by estimated number of students)

[Click here to enter text.](#)

**Enrollment:** List the minimum and maximum number of students (NOTE: Minimum number may not go below 6)

[Click here to enter text.](#)

**Course Summary for promotional material** (less than 150 words)

[Click here to enter text.](#)

## **ACADEMIC INFORMATION**

**Full Course Description:** Please highlight academic requirements and objectives of the course as well as any excursions or activities that may be included.

[Click here to enter text.](#)

**Field Course Rationale:** How does the course fit the larger educational objectives of the School and/or Hampshire College and relate to existing curriculum in new ways? How does an off-campus field component enhance the educational objectives of the course? What is the rationale for having this as a field-course in this particular location?

[Click here to enter text.](#)

**Cumulative Skills** (100-level and 200-level distribution courses only)

NOTE: If you are unfamiliar with the Hampshire College cumulative skills, please indicate so by responding "unsure."

[Click here to enter text.](#)

**Distribution Area** (Div. I only): Specify what distribution area(s) this course will fulfill.

[Click here to enter text.](#)

### **Prerequisites or registration requirements**

[Click here to enter text.](#)

**Promotion/outreach plan for the program:** How do you plan to recruit students? Are you offering a course during the academic year that will help draw interested students for this short-term field course? Do you have contacts within the Five College Consortium who could also assist with promoting your course? If you plan to be on leave or on sabbatical, how do you plan to recruit for the course in your absence?

[Click here to enter text.](#)

### **Evaluation expectations for students**

[Click here to enter text.](#)

**Connection with the local community or contexts:** How does the course involve students in learning activities with local communities? How does the course use local resources and allow students to engage collaboratively with people, institutions, organizations (resources) in the location?

[Click here to enter text.](#)

**In-Country Language and multicultural learning:** How does the course address questions of diversity and multicultural learning? Does the course engage students in language learning experiences? If so, what approaches are being proposed?

[Click here to enter text.](#)

**Orientation preparation:** What type of orientation will you plan to do prior to departure? How do you plan to prepare your students academically, culturally, linguistically for the program?

[Click here to enter text.](#)

**Post-program wrap-up:** Describe any post-program culminating activities you might do to conclude the program

[Click here to enter text.](#)

## **LOGISTICAL INFORMATION**

**Program budget:** Please provide a detailed description of any anticipated program expenses. If possible, please complete the preliminary budget template in EXCEL (contact GEO for a copy of the budget template, if needed).

NOTE: It is recommended that you speak with GEO prior to finalizing budget.

[Click here to enter text.](#)

**Travel itinerary:** Include a tentative travel itinerary with dates, to the best of your ability. Remember all courses must be a minimum of 12 days in length, not including travel time to and from the program site.

[Click here to enter text.](#)

**Travel plans:** Include whether traveling as group or if individually responsible for getting to host country airport as well as meeting and pick-up arrangements

[Click here to enter text.](#)

**Housing arrangements**—Describe housing arrangements ie. hostels, hotels, home-stays, apartments, other as well as plans for making arrangements. If includes more than one place, please include arrangements for each location.

[Click here to enter text.](#)

**Travel restrictions or requirements** (including visas)

[Click here to enter text.](#)

**In-country support/resources critical to the safety and welfare of group**

[Click here to enter text.](#)

**Physical expectations for participants**

[Click here to enter text.](#)

**Environmental factors of location (climate, elevation, on-site travel conditions, etc.)**

[Click here to enter text.](#)

**Describe any special health or dietary considerations in the location**

[Click here to enter text.](#)

## **FACULTY EXPERIENCE**

**Faculty Director Experience** Please note your prior experience leading off-campus educational trips, your experience with the subject of the course as well as with the culture and language of the place where it is being taught and any preparation you plan to do to prepare yourself to lead the program.

[Click here to enter text.](#)

**Have you led this field course before?** If so, please indicate last time you ran it and any updates you would make for this upcoming year.

[Click here to enter text.](#)

**If you have led this field course before do you give the Global Education Office and the Dean of Faculty Office permission to access your past student course evaluations and share with the School Deans as part of the proposal review process?**

Yes

No

Not Applicable

**If you have not led this course before, have you done a site visit to prepare for this course? If so, when?**

[Click here to enter text.](#)

**Have you proposed this field course before?** If so, please indicate the last time you submitted the proposal.

[Click here to enter text.](#)

**Resume or CV (not required for Hampshire faculty or staff).** Please attach as separate document

[Click here to enter text.](#)

**Additional Information** Please include any information that you think is important for us to know in reviewing your proposal that has not been addressed above.

[Click here to enter text.](#)