

STEPS FOR SHORT TERM PROPOSALS



Step 1: Meet with Study Abroad Office and Course Design

- For new programs meet with the Associate Director or Director of Study Abroad if this is your first program abroad to discuss the proposal, ideally in January or February. Faculty who are creating new programs can petition for funding from the Study Abroad Office to review a site before leading students abroad, but must still go through the standard proposal process. The Study Abroad Office can also connect you with previous faculty leaders as a resource.
- For re-occurring programs we encourage you to also meet with the Study Abroad office to discuss plans or if your program was approved for multiple instances meet with the office to discuss intentions for program offering.
- Faculty who are proposing *new course* for a program must meet standard procedures and approvals for teaching a course, which may include obtaining approval from Academic Council. If unsure, how to proceed, please consult with the International Education Council.

Step 2: Submitting Short Proposal

- Deadline for Short Term Proposals is March 1st and is submitted online.
- Go to the [Short Term Proposal Application](#), Click on “Apply Now” to create a proposal. Faculty should log in with your GUID username/password.
- Complete the requirements in the online application.
- For the Chair and Dean support – recommend to provide relevant syllabus, documentation or meet together to discuss proposal and program. Chair Approval Form and Dean’s Statement of Support are required to be upload as part of proposal submission by deadline.

Step 3: International Education Council (IEC) Review

- The International Education Council will review the Short Term Proposal. The IEC will be looking for programs with pedagogy and proposed locations that align with the following goals.
- Knowledge of cultural worldview frameworks: Demonstrates sophisticated understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.
- Understanding Global Systems: Uses deep knowledge of the historic and contemporary role and differential effects of human organizations and actions on global systems to develop and advocate for informed, appropriate action to solve complex problems in the human and natural worlds.
- Cultural Self-awareness: Articulates insights into own cultural rules and biases (e.g. seeking complexity; aware of how her/his experiences have shaped these rules, and how to recognize and respond to cultural biases, resulting in a shift in self-description.)
- Applying Knowledge to Contemporary Global Contexts: Applies knowledge and skills to implement sophisticated, appropriate, and workable solutions to address complex global problems using interdisciplinary perspectives independently or with others.
- Cultural Diversity: Adapts and applies a deep understanding of multiple worldviews, experiences, and power structures while initiating meaningful interaction with other cultures to address significant global problems.
- Independence: Educational interests and pursuits exist and flourish outside classroom requirements. Knowledge and/or experiences are pursued independently.

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Step 4: Initial Approval

- Upon recommendation from the IEC, the Provost will perform a final review to determine that the proposed programs meet Gonzaga's priorities and mission. Faculty will be notified by June 1st of tentative approval.

Step 5: Action Items After Approval

- Study Abroad Office will schedule to meet with each faculty member to discuss: budget and process, marketing and recruitment, risk assessment and logistical on-site arrangement and program activities. Review of Faculty Leader policies, expectation and responsibilities.

Step 6: Final Approval

- Study Abroad Office notify faculty and participants of final approval once the Short Term Program meets its minimum enrollment requirement in early February or alternative date based on program session dates.

CONTACTS and RESOURCES

Study Abroad Office

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Gonzaga in Florence Dr. Jason Houston, Dean, houston@gonzaga.edu

[SAMPLE SYLLABUS](#)

[STUDY ABROAD LEARNING OUTCOMES](#)

[PROPOSAL SCORING RUBRIC](#)

[SHORT TERM PROGRAM CONSIDERATIONS](#)