

BMCC Summer 2023 Faculty-Led Study Abroad Programs

APPLICATION AND REVIEW GUIDELINES

Thank you for your interest in leading a BMCC Study Abroad Program. All Study Abroad Program Proposals must include the items below:

- Syllabus and Course Outline
- Course Rationale
- Experiential Component (*should include activities, excursions, community engagement, volunteer and/or service learning*)
- Guest Lecturers (*if applicable*)
- Travel Itinerary (*faculty coordinators should make sure their itineraries, teaching hour totals, and syllabi are all consistent with one another.*)
- Budget Spreadsheet (download a copy: <https://bit.ly/SAfacultyforms>)
- Pricing and Documentation for:
 - **Host institution/organization** (*past hosts include local universities and non-profit cultural exchange organizations; travel agencies may be allowed if the cost is reasonable*)
 - **Housing provider/s** (*past providers include university dorms, hotels, homestay families*)
 - **Meal provider/s** (*students are provided with three meals per day; past providers include restaurants, supermarket stipends, hotels, homestay families, university cafeteria*)
 - **Activities and excursions**
 - **Local transportation**
 - **Flights** (*indicate a flight estimate for your budget; in April the Experiential Learning and Study Abroad Manager will purchase a group flight for faculty and students*)
 - **Insurance** (*indicate \$75 per participant; cost will be \$60-\$75 per month depending on location; weekly plans are no longer available*)
- CUNY Partner Provider Survey (download a copy: <https://bit.ly/SAfacultyforms>)

The Study Abroad Advisory Committee will meet with each applicant to review their proposal. The Committee will use the Study Abroad Proposal Rubric (see below) to score each proposal and recommend programs to the Office of Academic Affairs for final selection. The following points will be considered in the selection process:

- Study Abroad Proposal Rubric score (*failure to include all required materials and documentation in the proposal will result in a lower score*)
- Ensuring students are provided with various program options, including a range of disciplines and locations
- Taking into consideration programs that have not recently been offered

Note: Faculty may not submit a Study Abroad Program Proposal if they are serving on the Study Abroad Advisory Committee for the same academic year.

TIMELINE:

- **October 3, 2022:** Submit completed program proposal and Excel budget spreadsheet to jlevin@bmcc.cuny.edu
- **October:** Meet with Study Abroad Committee to review proposal
- **November/December:** Program selection announced – all programs must be approved by BOTH the Advisory Committee and the Office of Academic Affairs
- **January:** Student application opens
- **February - March:** Student application review and selection; faculty orientation (risk management, budget)
- **March - May:** Pre-departure orientations and preparation

Questions?

Email Experiential Learning and Study Abroad Manager, Jessica Levin, jlevin@bmcc.cuny.edu

STUDY ABROAD PROPOSAL RUBRIC

	Meets Expectations (4)	Meets Most Expectations (3)	Meets Some Expectations (2)	Does Not Meet Expectations (1)
Syllabus & Course Outline	<p>-Highly detailed, organized syllabus and course outline that counts 45 teaching hours and when they will be met</p> <p>-Course content is relevant to travel and overall program in country</p> <p>-Course materials are current and include perspectives from different cultural, linguistic and/or ethnic groups</p>	<p>-Syllabus and course outline include most details, 45 teaching hours and other required information</p> <p>-Course content is mostly relevant to travel and program in country</p> <p>-Course materials are mostly updated and current and include perspectives from different cultural, linguistic and/or ethnic groups</p>	<p>-Syllabus and course outline include few details and 45 teaching hours are unclear</p> <p>-Course content is somewhat relevant to travel and program in country</p> <p>-Course materials are somewhat current and focus mostly on dominant group, providing little perspectives from different cultural, linguistic and/or ethnic groups</p>	<p>-Syllabus and course outline do not include any relevant details to the course or program in country; 45 teaching hours are not outlined</p> <p>-Course materials are not updated or current and do not provide perspectives from different cultural, linguistic and/or ethnic groups</p>
Course Rationale	<p>-Clear and compelling rationale for teaching course in selected location</p> <p>-Strong rationale for why the course will appeal to our student population in regards to academics and incorporation of local topics (i.e. class, gender, national origin and race)</p>	<p>-Clear rationale for teaching course in selected location</p> <p>-Somewhat strong rationale for why the course will appeal to our student population</p>	<p>-Somewhat clear rationale for teaching course in selected location</p> <p>-Generalized rationale for why the course will appeal to our student population</p>	<p>-Unclear rationale for teaching course in selected location</p> <p>-No rationale for why the course will appeal to our student population</p>
Activities & Excursions	<p>-All activities and excursions are appropriate, relevant to course content and fully enhance and support student learning outcomes</p>	<p>-Most activities and excursions are appropriate, relevant to course content and fully enhance and support student learning outcomes</p>	<p>-Activities and excursions are appropriate, but minimally relevant to course content and only slightly enhance</p>	<p>-Activities and excursions are inappropriate, irrelevant to course content and do not enhance or support student learning outcomes</p>

	-Course includes innovative components (i.e. discipline, activities, etc.) that enhance the student experience		and support student learning outcomes	
Community Engagement, Volunteer and/or Service Learning	-Community engagement, volunteer and/or service learning activities are included throughout the program as is appropriate for local context and student learning experience -Activities offer structured reflection and connection to course content	-Community engagement, volunteer and/or service learning are included once during program as is appropriate for local context and student learning experience -Activity includes structured reflection and connection to course content	-Community engagement, volunteer and/or service learning are included during program but unclear if it is appropriate for local context and student learning experience -Activity does not include structured reflection or clear connection to course content	-Community engagement, volunteer and/or service learning are not included in the program
Travel Itinerary	-Very detailed itinerary including all dates, travel, activities, excursions, and locations for meals and lodging	- Itinerary includes most information about travel, activities, excursions, meals and lodging	-Itinerary has some to little information on travel, activities, excursions, meals and lodging	-Itinerary is incomplete and lacks necessary information
Budget	-Budget is inclusive of all expenses related to program costs with specific details outlined for all items -All budget items are appropriate for program	-Budget is mostly inclusive of all expenses related to program costs with specific details outlined for all items -Most budget items are appropriate for program; a detailed explanation is provided for questionable items	-Budget does not include several program costs and lacks detail for costs that are included -Budget has some extra expenses that do not relate specifically to the program and a detailed explanation is not provided	-Budget is not complete -Budget lacks detailed information about all expenses related to program costs

FACULTY COORDINATOR APPLICATION

COURSE/PROGRAM TITLE:		
COURSE DEPARTMENT:	COURSE NUMBER:	COURSE SECTION:
COURSE DISCIPLINE:		
COUNTRY TO BE VISITED:		

Faculty Coordinator: _____

The Faculty Coordinator of the program is to be appointed by the academic department sponsoring the study abroad course. This faculty member is responsible for the planning, supervision, pre-departure orientation(s), local travel, housing and meal arrangements, and other program related matters before departure and during the course of the program in the country to be visited.

Department Chair Signature

Name:

Signature:

Date:

Program Instructor (if different from Coordinator):

The Faculty Instructor of the program is to be appointed by the department sponsoring the Study Abroad Course.

BMCC Faculty Coordinator	
Name:	
Office:	
Office telephone number:	
Mobile telephone number:	
BMCC email address:	
Alternative email address:	

Faculty Experience	
<i>Prior experience in the country or leading a study abroad group is not required.</i>	
<p>Please provide details on the following: 1) your expertise of the overseas location, including past dates of travel to the country and the purpose of the trip (i.e. research, personal, teaching, etc.); 2) your relationship with the host institution/organization, including the overseas contact person if applicable; 3) your experience with study abroad and/or leading student groups; and 4) your experience with the subject matter if the course is outside your home department.</p>	

Important Dates
Date(s) and Time(s) of Course Meetings in NYC:
Date of Departure from U.S.:
Date of Return to U.S.:

Teaching Site / Host Institution
Name of Overseas Site/Teaching Site:
Address:
Country:
Telephone Number (with international codes):
Housing Facilities:
Meals:
Overseas Contact Person:
Name:
Title:
Address and Country (if different from above):
Warnings/Restrictions for the countries to be visited:
<p>Has the United States State Department issued any warnings or restrictions for any of the countries to be visited?</p> <p><input type="checkbox"/> Yes (please provide an attachment with further details)</p> <p><input type="checkbox"/> No</p>

Syllabus & Course Outline

COURSE DESCRIPTION *(use the official BMCC catalog description)*

COURSE PREREQUISITE(S):

CREDITS:

HOURS:

Required Texts and/or Supplementary Materials:

Use of Technology:

Evaluation and Requirements of Students:

How will the final grade be computed?

Student Learning Outcomes

At the end of this course, students will be able to:	MEASUREMENTS

General Education Outcomes

At the end of this course, students will be able to:	MEASUREMENTS

Course Rationale

Please provide a rationale for why you have chosen to teach this course in this specific location:

Please explain why your course will appeal to the BMCC student population (this may include discipline, course offering and incorporation of local diversity in areas such as class, gender, national origin and race):

Course Outline

Week	List of Topics	Tasks and Reading Assignments

Experiential Component

Every study abroad program should include experiential learning in the form of community engagement, volunteer and/or service learning as is appropriate for the local context and student learning experience. Structured reflection should be included.

Excursion/ Activity and Date	Connection to Course Content	How student learning outcomes are enhanced

Guest Lecturers

Guest lecturers are not required for study abroad programs. Guest lecturers and the role of guest lecturers should be in line with the learning outcomes of the course. The BMCC Association generally allows a maximum of 100 USD per hour to be paid as an honorarium. Any amount exceeding this would require special approval from the BMCC Association and Office of Academic Affairs. Program funding cannot be used to pay for food, lodging, transportation, nor any other personal expenses associated with the guest lecturers. If faculty pay guest lecturers onsite, a memo must be provided upon their return indicating the date and title of the lecture for which the guest speaker was paid.

Lecture Date	Lecturer's name and affiliation	Lecturer's area of expertise and academic and/or professional credentials	Payment amount

Travel Itinerary

Include all class sessions, teaching hours, activities, excursions and meals.

Date	Travel and Activities	Teaching Hours
7/14/2023	<i>Example: Breakfast: hotel 9:00am-12:00pm: BMCC class 12:00-1:30pm: Group lunch at local restaurant 2:00-4:00pm: Experiential learning activity 6:00-7:00pm: Group dinner at local restaurant Evening: free</i>	3

BUDGET AND REQUIRED DOCUMENTATION

Download Budget Spreadsheet and CUNY Partner Provider Survey: <https://bit.ly/SAfacultyforms>

Faculty must provide documentation for all program costs and services. An English translation of all letters or statements should be provided if the statement is not already in English. The following information must be included for each vendor/provider:

- Vendor name, location and official contact person
- Reference to faculty coordinator and BMCC
- Date(s) the services will be provided
- Detailed description of services and ***itemized cost breakdown***
- Payment deadlines, including deposit amount and due date, if required
 - *If an invoice is not provided by July 1, 2023, BMCC will not be able to make the payment.*
- Payment instructions, such as bank wiring numbers
- Vendor's cancellation policy, including medical and emergency reasons for student cancellations (this information can be included in the CUNY Partner Provider Survey)

Documentation should be provided for:

- **Host institution/organization** (past hosts include local universities and non-profit cultural exchange organizations; travel agencies may be allowed if the cost is reasonable)
- **Housing provider/s** (past providers include university dorms, hotels, homestay families)
- **Meal provider/s** (students are provided with three meals per day; faculty should specify which meal is being provided; past providers include restaurants, supermarket stipends, hotels, homestay families, university cafeteria)
- **Activities and excursions**
- **Local transportation**

Flights and Insurance:

- **Flights** (*indicate a flight estimate for your budget; in April the Experiential Learning and Study Abroad Manager will purchase a group flight for faculty and students*)
- **Insurance** (*indicate \$75 per participant; cost will be \$60-\$75 per month depending on location; weekly plans are no longer available*)

Important notes:

Vendors must agree to obtain a U.S. tax ID if the program is selected. This is required by CUNY Central for the payment process. The Experiential Learning and Study Abroad Manager can reach out to vendors to explain the process.

All costs included in the budget MUST match the costs reflected in the documentation from vendors (hoteliers, restaurants, transportation providers, excursion providers, etc.).

Return all materials to Jessica Levin, jlevin@bmcc.cuny.edu, Experiential Learning & Study Abroad Manager, by October 3, 2022