

Call for Proposals

Astor International Travel Fellowship for New York City Teachers

The Steinhardt Office of Global Programs invites proposals from full-time NYU Steinhardt faculty to lead an iteration of the Astor International Travel Fellowship for New York City Teachers, a free, fully sponsored educational trip for NYC public school teachers with 3+ years of experience, made possible by a generous gift from Mrs. Brooke Astor. Each summer, one cohort of 12-14 teachers is chosen through a highly competitive application process to study a subject (i.e. English language arts/literacy, social studies, music and the arts, special education, science, etc.) at one of the 14 [NYU Academic Centers](http://www.nyu.edu/global/global-academic-centers.html) abroad. Subjects will rotate each year; in summer 2014 the theme is "Science Education Beyond Borders" in Shanghai, China. Programming lasts ten days, plus two days for round trip travel. Learn more at <http://steinhardt.nyu.edu/global/astorfellows>.

Your responsibilities as a faculty member will include: development of the program itinerary in collaboration with Steinhardt Global Programs; participation in the application review and interview process (late January to mid-February); attending a welcome reception for selected Fellows (April); participating in a pre-departure orientation (late June); leading the trip during dates of travel (ten days, TBD, in mid July to early August); and coordination of a post-travel symposium where Fellows present on their experience (September).

Faculty leaders receive a \$5,000 stipend and full coverage of all travel costs, including international airfare, per-diem meal stipend, cost of a visa (if necessary), ground transportation in the US and abroad, and single hotel accommodations. We also designate a program assistant to travel with the group and provide program support (this may be a doctoral student, Steinhardt administrator, etc.).

Locations

Astor Fellows programming takes place in cities where NYU operates an academic center abroad. A full list of Academic Centers is available at: <http://www.nyu.edu/global/global-academic-centers.html>

Consultation

We strongly recommend conversations prior to proposal submission with the Steinhardt Office of Global Programs. Please talk to Erich Dietrich or Zack Klim. Faculty are encouraged to discuss proposals with colleagues and program directors.

All proposals must include the following:

1. **Completed cover sheet** (please see below).
2. **Narrative proposal**, 5 pages max, which answers the following questions:
 - a. What is the academic focus and location of the program, and how are the two connected? How is the location integral to the academic content of the course?
 - b. How does the proposed topic serve the professional development of participants?
 - c. What professional development objectives would this topic serve for the teachers who will apply?
 - d. Travel logistics
 - i. What type of academic facilities will be needed (i.e. classroom space, IT resources, etc.)?
 - ii. What will be the local housing arrangements in the location(s) your program will visit, e.g. residence halls, hotels, home stay? (For this specific program, hotels are highly encouraged.)



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Erich Dietrich, Ph.D., *Associate Dean*

- iii. What type of institutions will the group visit?
 - iv. What trips and excursions will be included in the program? Include in a tentative daily schedule.
 - v. What in-country transportation arrangements are required to complete scheduled activities?
 - vi. What involvement of local scholars/schools would be included in the program?
3. A provisional **itinerary and daily schedule** with proposed course dates.
 4. An **itemized program budget** for anticipated costs specific to your program (honoraria for guest lectures, costs for instructional activities, fees for site visits, costs of special instructional needs or technological equipment, etc. You do **not** need to include housing, flight, or other logistical costs because a comprehensive budget for accepted proposals are will be worked out in detail with our office. Please note: We do not provide pre-planning or development trips.

Deadlines and Notification

Please submit your proposal by **Monday, April 28, 5:00 PM**, in order for the program to be considered for Summer 2015 and/or Summer 2016.

Proposal Review

The Astor Fellows Faculty Advisory Committee (composed of the Chairs of three departments: Teaching and Learning, ALT, and HMSS) and the Steinhardt Office of Global Programs evaluate proposals based on academic focus, potential contribution to the professional development of teachers, strength of rationale for offering the course in the proposed location. We also seek to offer a variety of topics (science, literacy, special education, music and arts education, supporting ELLs, etc.) and a variety of locations from year to year.

Notification of committee-level review will be sent in late spring. Successful proposals will be forwarded for review various NYU offices, which help us to determine a program's feasibility in terms of legal review, student life (including safety, health and wellness), insurance liability and other issues. All program offerings are conditional on this full review, on budget availability and on minimum enrollments.



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Proposal Request Checklist:

- Cover Sheet
- Narrative Proposal
- Proposed syllabus/itinerary with dates and schedule of class sessions and activities
- Itemized budget of instructional costs

Please send all above items to:

NYU Steinhardt Office of Academic Initiatives and Global Programs
82 Washington Square East, 5th Floor
New York, NY 10003

DEADLINES:

Monday, April 28, 2014, 5:00 PM, for proposals for summer 2015 and 2016.