

## **Call for Proposals Graduate Study Abroad Courses and UG Dean's Global Honors Seminars**

We invite proposals for courses in one of two categories: 1) summer and January graduate study abroad courses, 2) undergraduate Dean's Global Honors Seminars.

### **Background Information**

**1. Summer and January faculty-led study abroad courses** are credit-bearing courses that are typically offered at the graduate, although upper-level undergraduates may be eligible to enroll with proper approval. Courses typically last about three weeks in length, though some are as long as six weeks in the summer. January courses take place in the first three weeks of January, just prior to Spring Semester. We are especially interested in cross-disciplinary courses that can attract students from multiple programs, departments or schools of NYU, and non-degree audiences. Courses proposed through this process will complement our current slate of offerings. Please see our list of [current summer courses](#) and [current intersession courses](#).

**Teaching load:** Courses taught abroad are calculated as part of load, or overload, according to Chair approval and regular School procedures for credit-bearing courses.

**Criteria:** Evidence of ability to attract robust enrollment is a key criteria for approval, as well as a compelling rationale for teaching the course in the proposed location.

**Locations:** Course abroad are encouraged to be offered in locations where NYU has a [global academic center or campus](#), but other locations are possible with compelling rationale.

**2. Undergraduate Dean's Global Honors Seminars** are signature components of the [Steinhardt Undergraduate Honors Program](#). They combine a semester-long, credit-bearing course in New York with a travel-research component lasting about 7-10 days. Fall semester seminars include January travel, and spring semester seminars include travel during Spring Break. These 4-credit courses will be open to freshmen and select sophomores with qualifying GPAs. We are especially interested in courses that can fulfill liberal arts requirements (including CORE requirements), as approved by Steinhardt Academic Affairs, and therefore seminars should provide students an opportunity to integrate a global perspective into the study of an interdisciplinary, liberal-arts-based topic. Undergraduate liberal arts courses span the sciences, social sciences, math and humanities, and we welcome proposals in any of these areas. Existing courses may be redesigned to include a travel component.

**Teaching load:** Courses taught abroad are calculated as part of load, or overload, according to Chair approval and regular School procedures for credit-bearing courses.

For more information, please visit the [DGHS web page](#).

**Criteria:** Broad appeal to an audience of first- and second-year undergraduates across various Steinhardt majors, an emphasis on experiential learning, and a compelling inclusion of the global component in course design.

**Locations:** DGHS are offered only in locations where NYU has a [global academic center or campus](#).

### **New Versus Existing Courses**

Faculty may propose using an existing course or creating a new one. All new courses require departmental and school approval according to regular CCP procedures. Credit-bearing courses must meet normal contact-hour regulations according to the credit value of the course.

### **Preliminary Consultation**

We strongly recommend exploratory conversations with Zack Klim, Director of Global Programs, prior to proposal submission.

### **Course Promotion**

For study abroad courses, faculty is expected to actively engage in promotion efforts to encourage enrollment. This includes attending School and Department information sessions, answering student inquiries in a timely manner, and promoting the course via email. Such activities are not required for the DGHS program.

ALL PROPOSALS MUST INCLUDE THE FOLLOWING:

**1. Completed cover sheet** (please see below).

**2. Narrative proposal**, 5-pages max., which answers the following questions:

- 1) What is the academic rationale of the program, and why should it take place off-site or include a travel component? (Include proposed location.) How is the location integral to the academic content of the course?
- 2) How does the proposed course support the overall mission of NYU Steinhardt and its global academic integration?
- 3) Who is the anticipated audience to enroll in the course? From which majors are students likely to be drawn?
- 4) What evidence is there that the course will attract a robust enrollment? Courses must enroll a minimum of 15 students. You should show evidence that you have consulted with academic advisors, program directors and /or department chairs on anticipated enrollment demand.
- 5) Travel logistics
  - a. Where will classes be held? What types of academic facilities will be available to students, e.g. computer lab, library?
  - b. What will be the local housing arrangements in the location(s) your program will visit, e.g. residence halls, hotels, home stays? (For home stays, explain how families will be recruited and selected.)
  - c. What meals, if any, will be offered as part of the program, e.g. number of meals per week and where students will eat; and which meals will students eat on their own?
  - d. What trips and excursions will be included in the course? Include in daily schedule.
  - e. Explain how co-curricular activities contribute to the overall mission and goals of the course.
  - f. What in-country transportation arrangements will be offered as part of the course? (Students typically arrange for their own airfare to and from the course site.)
  - g. Describe any health or safety risks in the program location(s), as well as what will be done to prevent or minimize these risks.

**3. Provisional syllabus and daily schedule** of class meetings and activities, with proposed course dates.

**4. Itemized program budget** for anticipated costs *specific to your program* (e.g., honoraria for guest lectures; instructional costs above and beyond the proposer's compensation; fees for site visits; costs of special instructional needs or technological equipment; etc.). You do **not** need to include student housing, flight, or other logistical costs because final, comprehensive budgets for accepted proposals will be worked out in detail with our office. Please Note: Should a proposal require funds for a program development trip in advance of the initial course offering, please include a rationale and budget for such a trip as well.

**5. Recent course evaluations:** Please include copies of your course evaluations from three most recent semesters.

### **Note on Design of Study Abroad Courses**

Part of the mission of the Office of Global Programs is to enable students to maximize their in-country experience while studying abroad. Because of the condensed time frame of study abroad courses, all courses should include both pre- and post-travel elements such as (but not limited to): 1) mandatory pre-departure orientations offered in collaboration with our office; 2) pre- and post-travel class meetings in New York; 3) pre-departure project planning with the professor, including required course readings,

literature reviews, supplemental films, novels, or other cultural materials; 4) pre- and post-travel site visits in New York to complement the program; 5) blogging, vlogging or reflective journaling; 6) post-travel debriefing sessions; 7) post-travel presentations.

**Deadlines and Notification**

October 15 for Summer Abroad and DGHS (Notification of decision by November 10)

February 15 for Intersession courses (Notification of decision by March 15)

**Proposal Review**

The Steinhardt Global Programs Faculty Advisory Committee and the Office of Student Affairs evaluates proposals based on: academic content and its contribution to the mission of the department and school; strength of rationale for offering the course abroad or including a travel component; evidence of potential student enrollment; recent instructor course evaluations; financial viability; and contribution to diversifying our current portfolio of courses.

After school-level review, proposals will be forwarded for review by the central NYU Office Global Programs, which helps determine a program's feasibility in terms of legal, student life (including health and wellness), safety and security, financial, research, insurance, accreditation (where applicable) and other issues. All course offerings abroad are conditional on budget availability, minimum enrollments, and successful university-level review.

**Proposal Cover Sheet for Courses Abroad and Global Honors Seminar****Program Proposal Cover Sheet****Section 1: Information Sheet**

1. Proposal is for (check one):

- Summer Abroad (complete items 2-7 in this section)  
 January/Spring Break Abroad (complete items 2-7 in this section)  
 Dean's Global Honors Seminar (complete all items in this section)

2. Proposed Title: \_\_\_\_\_

3. Proposed Location(s): \_\_\_\_\_

4. Proposed meeting and travel dates: \_\_\_\_\_

5. If modifying an existing course:

- a. Course number and credits: \_\_\_\_\_  
b. How often is it offered on Washington Square Campus? \_\_\_\_\_  
c. What is the typical enrollment? \_\_\_\_\_  
d. Please attach course description from Academic Bulletin and a current syllabus.

6. Is this an elective or required course, and for which program(s) of study?

Elective  Required

Program(s) of Study: \_\_\_\_\_

7. How often might this course be offered?

Annually  Every other year

8. *For Dean's Global Honors Seminar only:* Which CORE requirement, if any, would course fulfill? For descriptions of areas, please see [this page](#).

Texts and Ideas     Cultures and Contexts     Societies and Social Sciences  
 Expressive Culture     Natural Science     Quantitative Reasoning     Not applicable

9. *For Global Honors Seminar only:* During which semester would the proposed course be offered?

Fall, with travel in January  Spring, with travel during Spring Break

**Section 2: Rationale and Objectives**

1. Explain the academic rationale connecting the topic and the travel location.
2. What are the educational goals and objectives?
3. How does this complement the current portfolio of NYU Steinhardt global options?

