TO: Steinhardt Faculty  
FROM: Erich Dietrich, Director of Academic Initiatives and Global Programs  
RE: Call for Proposals, Intersession 2011 Study Abroad Courses

We invite proposals for January/spring break 2011 Intersession study abroad courses. New courses will complement our current slate of offerings. For a list of current courses abroad, please visit: [http://steinhardt.nyu.edu/study_abroad/programs/](http://steinhardt.nyu.edu/study_abroad/programs/). January courses will take place in the period of January 22, 2011.

Courses may be offered at the graduate or undergraduate level. We are especially interested in cross-disciplinary courses which could attract not only your own students, but students from multiple programs, departments or schools of NYU, and non-degree audiences. We strongly encourage courses to take place at the established NYU Centers (NYU in Ghana, NYU in Shanghai, etc.). A full list of Centers is available at [http://www.nyu.edu/global/sites.institutes/](http://www.nyu.edu/global/sites.institutes/). You may propose teaching an existing or a new course abroad; however, all new courses require departmental and school approval according to regular CCP procedures. Courses must meet normal contact-hour regulations according to the credit value of the course.

We strongly recommend conversations with our office prior to proposal submission. Upon request, examples of past successful proposals can be made available for review.

**Please Note:** Part of the mission of our office is to enable students to maximize their in-country experience while studying abroad. Because of the condensed time frame of intersession classes, all courses should include both pre- and post-travel elements including (but not limited to): mandatory pre-departure orientations offered in collaboration with our office; pre- and post-travel class meetings in New York; pre-departure project planning with professor, including required course readings, literature reviews, supplemental films, novels, or other cultural materials; pre- and post-travel site visits in New York to complement the program; blogging or reflective journaling; post-travel debriefing sessions; post-travel presentations.

ALL PROPOSALS MUST INCLUDE THE FOLLOWING:

1. **Completed cover sheet** (please see below).
2. **Narrative proposal**, 5-pages max., which answers the following five questions:
   1) What is the academic rationale of the course, and why should this course take place abroad? (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 program development?
   3) Who is the anticipated audience for the course? From which majors are students likely to be drawn? What evidence is there that the course will attract a robust enrollment, yet not deplete students from other courses/sections? (Viable offerings enroll a minimum of 15 students.) You may want to consult with academic advisors and program directors on anticipated enrollment demand.
   4) Program logistics
      a. Where will classes be held? What other 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. Explain how these activities will contribute to the overall mission and goals of the course.
      e. 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.)
      f. 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. A provisional syllabus and daily schedule of class meetings and activities, with proposed course dates.
4. An itemized program budget for anticipated costs specific to your program (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 this office. Please Note: Should a new program 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.

Deadline: March 19, 2010. Please submit completed forms to the Steinhardt Office of Academic Initiatives and Global Programs, Pless Hall, 5th Floor, 82 Washington Square East, New York, NY 10003. Proposals may be submitted by email to Steinhardt.global@nyu.edu. In advance of the deadline, we strongly encourage you to discuss ideas and draft proposals with Erich Dietrich, Director, or Zack Klim, Associate Director, Office of Academic Initiatives and Global Programs.

Program Approval: The Steinhardt Global Programs Faculty Advisory Committee evaluates proposals based on: academic content and its contribution to the mission of the department and school; rationale for offering the course abroad rather than on Washington Square; potential student interest and enrollment; financial viability; and contribution to our current portfolio of courses.

Notification of school-level approval will be sent in April, 2010. Successful proposals will be forwarded for review by the NYU Office of the Vice Provost for Globalization, 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 upon successful university-level review, budget availability and minimum enrollments.
### Program Information

1. **Proposed Program Title:**
   
2. **Proposed Location:**
   
3. **NYU Steinhardt Course title(s) associated with program.**
   
   a. **Course Number & Credits:**
      
      Course Description (from Academic Bulletin):

4. If this course already exists:
   
   a. **How often is it offered on Washington Square Campus?**
   
   b. **What is the typical enrollment?**
   
   c. **Please attach a current syllabus.**

5. **What are the proposed course meeting and travel dates?**

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 program be offered?**
   
   Annually  Every other year

### Program Overview

1. **What are the program goals and educational objectives?**

2. **How does the program fit with the current portfolio of NYU Steinhardt Intersession Abroad Programs?**

### Faculty Information

1. **Proposer Information:**
   
   a. **Name:**
   
   b. **Title:**
   
   c. **Department:**
   
   d. **Phone:**  Email:

2. **Who else teaches this course or could offer it abroad?**
   
   a. **Name(s):**
   
   b. **Department:**
   
   c. **Title:**
Proposal Request Checklist:
  Cover sheet
  Narrative proposal
  Proposed syllabus (with dates) and daily schedule of class sessions and activities.
  Itemized budget

Please send all above items to:
Office of Academic Initiatives and Global Programs
82 Washington Square East
Pless Hall, 5th Floor
New York, NY 10003

DEADLINE: March 19, 2010