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**REQUEST FOR PROPOSALS (RFP) and Application Form**

**Combined Fall 2020 Global Experience FSP & Winter Session 2021 Faculty-Led Study Abroad**

**APPLICATION DEADLINE: DECEMBER 1, 2019**

**PROGRAM DESCRIPTION**

TCNJ has identified global engagement as one of the experiences that students can expect when they join our campus community. Although there are many ways to foster global engagement, study abroad remains one of the most powerful and is often a milestone in a student’s college career. Studies have demonstrated that students who study abroad, even for a short-time, develop increased confidence and independence, enhance their problem-solving and leadership skills, gain in cultural awareness and self-awareness, and improve personal qualities such as flexibility and patience. These skills enhance a student’s ability to succeed in college and in a future career.

The Study Abroad experience can be even more beneficial for a student when it happens early in a college career and is integrated with core elements of the curriculum. For this reason, the Center for Global Engagement and the First-Year Seminar Program are soliciting proposals from faculty to combine a fall semester FSP with a Winter Session Faculty-Led Study Abroad course.

The combination of an FSP with a study abroad program provides an excellent opportunity to integrate experiential learning into the academic content of the courses. Visiting relevant sites and utilizing local expertise while abroad provides exposure to the context and background behind what is taught in the classroom. The experience abroad also introduces students to other people and other environments and allows them to examine their own culture more critically. A complementary FSP and study abroad program introduces students to the importance of developing intercultural sensitivity and helps them to learn the fundamentals of global citizenship in the 21st century. Faculty in the Global Experience Program will also be mentoring students in their new environments at TCNJ and abroad, helping them to balance their personal activities with their course responsibilities, and providing them with opportunities for processing and reflecting upon their experiences.

Because not all students can afford a study abroad experience, the Office of Admissions is providing a unique opportunity for 10 incoming first-year students who will receive a ‘Global Experience Award.’ This is a scholarship program that is need-based, and will be awarded to exceptionally qualified students who do not have access to other funding for study abroad. The award will cover the cost of a **half-unit** course taught on a 1-2 week Faculty-Led Study Abroad program. These students will be offered a choice between two different options of Global Experience FSP + Winter Session Study Abroad and may choose the one that they prefer. Both sections of the Global Experience FSP + Study Abroad will otherwise be filled with incoming students who will have the cost of the study abroad program billed to their PAWS accounts. These students may also apply for other scholarships to help offset the cost of the programs. Information about the choices of the Global Experience FSPs and the cost of the study abroad program will be distributed to incoming students at the same time they receive information about registering for FSPs.

For 2020-2021, two different proposals for Global Experience FSP + Winter Session Faculty-Led Study Abroad from two different faculty (or faculty teams) will be selected. Faculty must propose study abroad locations that are cost-effective and must design programs that will fit a limited budget. The Faculty Fellow in the Center for Global Engagement is available to consult and advise faculty who are interested in developing proposals and can help to determine what will be financially feasible.

**PROPOSAL CONSIDERATIONS**

Proposals should include plans for a semester First Year Seminar (FSP) taught on campus, followed by a Winter Session Faculty-Led Study Abroad Program taught in a location that will complement the content of the FSP. The courses may be new or they may be existing courses adapted for this experience. New courses do not need to be approved by the time of application, but they do need to be approved before they can be taught. The FSP must be approved by the First Seminar Coordinating Committee and the Faculty-Led Study Abroad Program must be approved by the department and school curriculum committees of the faculty leader(s).

Faculty seeking to teach in the Global Experience Program will submit a completed application signed by their chair and their dean and also submit the FSP course proposal to FSCC by the Dec. 1 deadline. Applications will be reviewed by a committee composed of staff from the Center for Global Engagement (CGE), members of the Global Engagement Council (GEC), the First Seminar Coordinating Committee (FSCC), and staff from the Office of Admissions, with input from the Risk Mitigation and Crisis Management Working Group (RM & CM).

The Faculty Fellow in the Center for Global Engagement, Prof. Lee Ann Riccardi (riccardi@tcnj.edu) is available for consultation on any aspect of proposal development. Prof. Leeann Thornton, the FSP Coordinator (fsp@tcnj.edu), is available for consultation on the FSP portion of the proposal.

**FACULTY LEADERS**

1. Because study abroad programs normally have two leaders, it is also possible for the FSP to be team-taught if the appropriate deans approve. Proposals may, therefore, come from two faculty who intend to team-teach both the FSP and the study abroad course. If the proposal is from a single faculty member, a second faculty member or a program assistant[[1]](#footnote-1) will need to be added for the study abroad course.
2. Only full-time tenured or tenure-track faculty who have been at TCNJ for at least a year may submit an application for this program. In the case of a team-taught program, only one of the leaders needs to meet this requirement.
3. Proposals must come from faculty who have experience and/or expertise in the proposed location of the study abroad course. In cases of team-taught programs, only one of the proposers needs to meet this requirement. The other leader need not have experience or expertise in the location.

**PROGRAM PROVIDERS AND HOST UNIVERSITIES FOR THE STUDY ABROAD COURSE**

The best practice in the field of international education is to employ the services of a professional program provider organization or to collaborate with a local host university. There are a number of well-established and trusted organizations and institutions that fulfill this function. All TCNJ Study Abroad Programs must be supported on the ground by approved providers. Providers new to TCNJ must be vetted by the Risk Mitigation & Crisis Management Working Group.

Use of a program provider is desirable because of the following three key concerns:

1. All program logistics and costs are combined into a single contract, reducing the need to create individual contracts for each required service (accommodations, transportation, etc.). It also eliminates the need to select and vet multiple companies for each individual service, and it eliminates the need for Faculty Leaders to serve as a go-between in financial matters.
2. Program providers reduce the logistical burden on the Faculty Leaders while in the field, particularly since they include on-site support throughout the program period, leaving Faculty Leaders freer to focus on the curriculum, student life matters, and the intercultural engagement mission.
3. Program providers significantly mitigate the liability of both the institution and the Faculty Leaders, as much of the program’s liability burden is transferred to the program provider.

**Expectations of a program provider**

* Strong network of resources including but not limited to:
* student and faculty housing
* transportation
* student and faculty services
* academic services
* Familiarity with local customs and culture
* Health and safety planning/implementation
* Assumption of legal liability
* Agreements/contracts in English
* Flexibility and accessibility

**Services typically arranged by a program provider**

* Local transportation, including airport pick-up and drop-off for group flights
* Accommodations for faculty and students
* Facilities (classrooms, labs, studios)
* 24/7 emergency plan and assistance
* Arrangements for all excursions and cultural activities
* Local staff on the ground

The Faculty Fellow in the Center for Global Engagement can help to identify providers or host institutions who will be appropriate for a specific program.

**PROCEDURES: APPLYING FOR GLOBAL EXPERIENCE PROGRAM**

1. Course and Program Development
2. Faculty member(s) should consult with both department chair(s) and the Faculty Fellow in the Center for Global Engagement before developing a proposal. These conversations will help to determine:
* if the proposed program will fit with TCNJ’s strategic goals
* if the faculty member has the necessary expertise and experience to lead the proposed program
* for Option 1, if the proposed program is likely to fit within the budget provided by the Office of Admissions.

For the FSP portion of the course, the applicant should consult with the FSP Coordinator to make sure that learning goals and writing requirements will be met.

1. Programs must be carefully planned and academically sound.
2. New Study Abroad courses will need to participate in the appropriate course approval process in the Faculty member’s school. A new course may run as a Topics class the first time it is offered, provided that the proposal and syllabus have been approved by the relevant department chair or curriculum committee and the dean of the relevant school.
3. If a Liberal Learning designation is being sought, the LLC will also need to approve.
4. Proposal Submission
	1. The completed and signed application together with a proposed itinerary for the study abroad course should be submitted to cge@tcnj.edu by **December 1, 2019**.
	2. The FSP proposal must also be submitted through the separate Faculty FSP Proposal link (<https://fspfaculty.pages.tcnj.edu/fsp-instructor-resources/>) by **December 1, 2019**. Link will be live by Nov. 1, 2019.
5. Program Approval
6. The Global Engagement Risk Officer will assess the risks involved with the program, consulting with the Risk Mitigation & Crisis Management Working Group as needed, then provide a recommendation to the selection committee. During the risk assessment process, the Global Engagement Risk Officer may request that the Faculty Leader(s) meet with the RM & CM Working Group.
7. The selection committee will evaluate the proposal using the rubric attached at the end of this document and notify faculty-leaders of their decisions by **February 1, 2020**.
8. Program Implementation
9. *Budget*: The Faculty Fellow and Faculty-Led Program Coordinator in the Center for Global Engagement will work with Faculty-Leaders to create a budget for the Study Abroad course. This budget must stay within the parameters set by the Office of Admissions.
10. *Administration*: The Faculty Fellow and Faculty-Led Program Coordinator in the Center for Global Engagement will coordinate communication with program providers and other outside vendors, negotiate contracts with all providers and vendors, prepare bid waivers for the Provost to take to the Board of Trustees, and arrange for payments to be made to all vendors.
11. *Group Flights*: The Faculty Leader(s) have the option of working with TCNJ’s approved travel agent to secure group flights for the students or individual flights for themselves. The Faculty-Led Program Coordinator in the Center for Global Engagement will serve as the liaison with TCNJ’s travel agent during this process. Normally, group flights will be arranged at least 4-6 months in advance of the departure.

**FACULTY COMPENSATION**

1. *Instruction:* All faculty teaching in the program will be compensated for a ½ unit for the Study Abroad course at the current adjunct rate, regardless of whether the course is team-taught. All faculty will receive the same compensation.
2. *Travel Expenses*: The Faculty-Led Program Coordinator will complete a Travel Request Form for each of the program leaders in Concur. The form will specify all anticipated expenses and include appropriate chart fields and routing information. Faculty will need to review the form prior to submission.

**Expenses normally covered:**

* Airfare: economy, round trip from an area airport
* Travel to and from airports/points of departure
* Meal Allowance: Faculty Leaders and CGE staff will consult to determine an acceptable per diem rate for the location.[[2]](#footnote-2)
* Housing: single room occupancy for each Faculty Leader or Program Assistant
* Transportation and admission to all program-related activities, if not covered by the program provider
* Travel Insurance for routine and emergency medical, as well as disaster and political evacuation
* Additional money for contingencies in an amount determined in consultation with the Faculty-Led Program Coordinator

Within 2 weeks of the conclusion of the program, faculty must submit their receipts to the Faculty-Led Program Coordinator, who will file an Expense Report.

**TRAVEL COMPANION POLICY FOR STUDY ABROAD COURSE**

1. Any employee of TCNJ who undertakes to lead or serve as a program assistant on a study-abroad experience must do so with the full and complete understanding that their duties in that leadership role take precedence over their obligations to any travel companions.
2. Minor children (under 18 years old) must be accompanied by an adult caretaker who is not associated with the leadership of the program as either faculty or program assistant. No students should ever be asked/expected to supervise a minor child, even in the event of an emergency.
3. Travel companions may accompany the group on excursions and other program-related activities if it is possible to accommodate them.
4. The employee bears full personal financial responsibility for any additional costs incurred on behalf of any travel companion, including but not limited to travel, accommodations, insurance, food, program provider fees, local transportation, and admissions to sites.

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**Combined Fall 2019 Global Experience FSP & Winter Session 2020 Faculty-Led Study Abroad Application**

**APPLICATION DEADLINE: DECEMBER 1, 2019**

Please submit this signed, completed application and a proposed itinerary to cge@tcnj.edu

**Academic Information**

1. Provide a course title and description for the FSP. In addition, summarize how the course meets the regular FSP learning goals, writing requirements and the Global Civic Responsibility Liberal Learning goals. Include potential course-specific learning goals and ideas for assignments, as well as some examples of content you will provide (readings, movies, etc). Also describe how the FSP will complement the Study Abroad course in the Winter Session and how it will prepare students for the experience. There should be a reflective component to the FSP assignments that prepares the students for reflecting on experiential learning while abroad.
2. Provide a course number, title, and description for the Faculty-led Study Abroad course. Explain how the course will complement the content of the FSP, including the applicability of the location to the course and/or how the course will be enhanced by the in-country experience. Include potential learning goals and ideas for assignments, including if students will be engaging with the local population and how students will be asked to reflect on their experiences. In addition to your course learning outcomes, please include at least two global engagement outcomes (See Appendix for list). Discuss some of the planned activities (such as cultural activities, guest lectures, field trips/excursions, group learning activities, research, community-engaged learning, community projects) and how they will enhance the content and help students achieve the learning outcomes of the course.

**Faculty Leader(s) Information**

Faculty Leader 1

Name:

Telephone:

Email:

Academic Department:

Describe your qualifications to teach this program including expertise in your field and/or the host location/region. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country (Note: Language ability is preferred but not required).

Faculty Leader 2 or Program Assistant

Name:

Telephone:

Email:

Academic Department or TCNJ Unit (if TCNJ employee):

Describe your qualifications to teach or assist in the leadership of this program including expertise in your field and/or the host location/region. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country (Note: Language ability is preferred but not required).

**Additional Study Abroad Program Information**

Will this program require students to meet specific physical demands to participate? Are there elements of the program for which students might need special accommodations? If yes to either question, please explain.

List cooperating institutions or organizations such as a Program Provider or host university or other on-site organization in the host country/countries that you would like to use (CGE staff can assist in finding an appropriate provider).

**Signatures**

Faculty Leader 1 Date

Department Chair 1 Date

Dean 1 Date

Faculty Leader 2 Date

Department Chair 2 Date

Dean 2 Date

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**EVALUATION RUBRIC FOR THE GLOBAL EXPERIENCE PROGRAM APPLICATIONS**

Name of Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items attached in accordance with RFP:

|  |  |
| --- | --- |
| Completed ApplicationYes \_\_\_\_ No \_\_\_\_ | Tentative ItineraryYes \_\_\_\_ No \_\_\_\_ |

Has the FSP been approved by the First Seminar Coordinating Committee? Yes \_\_\_\_ No \_\_\_\_

Has the Study Abroad course been approved by the relevant dean(s) and department(s)?

Yes \_\_\_\_ No \_\_\_\_

Score Definitions:

|  |  |  |
| --- | --- | --- |
| 1=None or minimally | 2=Some or moderately | 3=Significantly |

**Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| To what extent does the FSP course fit within the learning goals and writing requirements of the First Seminar Program? | 1 | 2 | 3 |
| To what extent does the Study Abroad course complement and build upon the content of the FSP?  | 1 | 2 | 3 |
| Does the Study Abroad course application incorporate at least 2 Global Engagement outcomes into the program design? Is there an explanation of what activities/assignments will help students achieve those outcomes?  | 1 | 2 | 3 |
| To what extent do both courses offer opportunities for students to be introduced to the importance of intercultural sensitivity and to learn the fundamentals of global citizenship? | 1 | 2 | 3 |
| To what extent do both courses provide explicit opportunities for students to reflect on their experiences?  | 1 | 2 | 3 |
| To what extent does at least one of the faculty leaders have experience in the region/country where the study abroad program is being offered? | 1Neither have expertise or experience with the locations | 2At least one has expertise but no experience with the locations | 3At least one has both expertise and significant experience with the locations |

FINAL SCORE = (max 21 pts) \_\_\_\_\_\_\_\_

**APPENDIX: GLOBAL ENGAGEMENT OUTCOMES**

The Global Engagement Outcomes were developed for the Center for Global Engagement by a working group consisting of broad representation of faculty and staff across the campus. The outcomes pertain to the study abroad experience. They are not discipline-specific knowledge learning outcomes, and they are not Liberal Learning Global outcomes.

***Cognition***

1. Examines the historical and contemporary roles, interconnects, and differential effects of human organizations and actions on global systems within the human and the natural world.
2. Explains and connects two or more cultures historically or in contemporary contexts with some acknowledgment of power structures, demonstrating respectful interaction with varied cultures and worldviews.
3. Demonstrates knowledge of the complex elements important to members of another culture in relation to history, values, politics, communication styles, economy, or beliefs and practices.

***Introspection***

1. Recognizes new perspectives about own cultural rules and biases.
2. Initiates and develops nonjudgmental interactions with culturally different others.

***Application***

1. Recognizes linguistic and cultural differences in verbal-nonverbal communications and begins to negotiate a shared understanding based on those differences.
2. Demonstrates language proficiency and cultural understanding of a language community that is not their own.
3. Formulates practical solutions to global challenges that use at least two disciplinary perspectives.
1. The Program Assistant will not teach, but will share in the management of the study abroad program both before and during the travel abroad. The Program Assistant will not receive a salary, but all travel expenses will be paid by TCNJ. Program Assistants may be TCNJ employees, but they need not be. Non-TCNJ employees will need to have a background check and must be approved by the Global Engagement Council. [↑](#footnote-ref-1)
2. Concur will automatically calculate the US Department of State Per Diem Reimbursement rate for the destination. This rate is normally, however, much higher than the budget for a faculty-led program will allow. Instead, an amount equal to about 30-40% of the federal rate is what can be supported in the budget, so this is what will be approved. [↑](#footnote-ref-2)