**FURMAN UNIVERSITY
MAYX 2023 STUDY AWAY PROGRAM PROPOSAL FORM**

**DUE AUGUST 23RD, 2022**

**MayX 2023 Dates: Wednesday, May 10 – Wednesday, May 31, 2023**

Developing a successful study away program requires thorough planning that begins well in at least a year in advance of the program’s start date. From the early stages, it is important to communicate with the Rinker Center for Study Away and International Education to aid and coordinate the structure of a study away program regardless of length.

Please complete all portions of this MayX Program Proposal form to the fullest extent by typing your responses in the grey boxes. **S*ubmit the form with all additional supporting documents via email to Nancy Georgiev (******nancy.georgiev@furman.edu******) to be reviewed by the Study Away Committee for approval.***

**PART 1 General Program Information:**

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| Proposed MAYX Program Title*Program titles cannot exceed 49 characters.*       |
| Proposed Program Start Date:      |  Proposed Program End Date:      |
| Program Location(s): *(list all cities and countries including proposed dates and if time will be spent on-campus during the program)*      |
| On-Campus Housing: *Will you require on-campus housing before your program departs?*      | On-Campus Housing Duration: *What are the dates you would be on-campus? On-campus housing before program departure is limited to 4 days.*      |
| Course Number:      | Course Title:      |  Course Description:      |
| Majors/Departments from which students are likely to be drawn        |
| Is this a program that has run in the past or a new program?[ ]  New MayX Program [ ] [ ]  [ ] [ ] [ ] [ ] Returning MayX Program [ ] [ ]  [ ] [ ] [ ] [ ] Past MayX Program with New Location |

**PART 2 PROGRAM DIRECTOR INFORMATION**

*All study away MayX programs must have two program directors.*

**2.1 Program Director 1 Information**

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| Program Director 1 Name:      |
| E-mail Address      | Campus Telephone #      | Cell Phone #      |
| Will this individual be off-campus (medical, sabbatical, personal reasons, etc.) in the academic year leading up to the program? If so, please explain:      |
| Position:[ ]  Faculty [ ]  Staff [ ]  Other: Please specify:       (Please note: hourly employees are not permitted to participate in study away programs). | Department/Office:      |
| Department Chair or Supervisor Name:      |

**2.2. Program Director 2 Information**

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| Program Director 2 Name:      |
| E-mail Address:      | Campus Telephone #      | E-mail Address:      |
| Will this individual be on off-campus (medical, sabbatical, personal reasons, etc.) in the academic year leading up to the program? If so, please explain:      |
| Position:[ ]  Faculty [ ]  Staff [ ]  Other: Please specify:       (Please note: hourly employees are not permitted to participate in study away programs). | Department/Office:      |
| Department Chair or Supervisor Name:      |

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| **Notes on program leaders (optional):**       |

**PART 3 COMPENSATION**

*Compensation for the program is provided for teaching and for administering the program:*

**TEACHING COMPENSATION**

* **Team Teaching Scenario:** The teaching load will be split equally between program directors (each director will receive a $2700 teaching stipend for equal contributions to the course). Note: If the course has a discipline prefix, the department chair must validate that both program directors are qualified to teach the course; OR a multidisciplinary/interdisciplinary course with an MXP prefix is required.
* **1 Primary Instructor Scenario**: One program director will do the majority of the teaching and will receive the $2700 stipend; the other program director will be involved in some teaching and program activities but is not "equally teaching" the course; OR the second director will serve as an observer. In this set of scenarios, a single $2700 stipend will be given to the primary instructor and the primary instructor can decide if the teaching stipend should be divided.

**PROGRAM ADMINISTRATION COMPENSATION**

* **Equal Administrative Roles:** Both program directors share responsibilities equally for program planning, student recruitment, logistics, and finances. Each program director receives $750.
* **1 Primary Program Administrator**: One program director has primary responsibility for program planning, student recruitment, logistics, and finances. One program director should receive $1,500; and the other program director will receive $0.
* **Variable Split of Administrative Roles:** One program director has slightly more responsibility for program administration tasks than the other director. Indicate the appropriate allotment of the $1,500 over both program directors (e.g. - $1,000 and $500).

Complete the table with the appropriate compensation breakdowns utilizing the provided information above:

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| **Program Directors** | **Department** | **Teaching Compensation:**$2700 for program director(s) teaching the MayX course. | **Administrative Stipend:**$1500 available per program which can be divided between directors (as appropriate). |
| 1.       |       | $      | $      |
| 2.       |       | $      | $      |

**PART 4 ACADEMIC PROGRAM OVERVIEW AND COURSE INFORMATION**

The information below will be reviewed by the Study Away Committee to determine the viability of your program. Please be sure to answer questions fully and provide any supplemental materials as an attachment when submitting your proposal. **MayX program approval is dependent on the information you provide to the Committee about your course and how it relates to the destination, so please be sure to use this space to make a case for your program.**

**4.1 Program Overview**

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| **Program Directors’ Interest Statement:***-Why are you interested in leading this program (in terms of both topic and location)?**-How do the study away directors’ experience(s) or interests complement the program objectives (i.e. relationships the faculty or department have with the host country, links to the program to research, scholarship, or other university activities/initiatives)?*      |

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| **Program Description:** Please provide a program overview. Be sure to address the following*:** *Provide a short description of your program. This will be used on your program’s study away webpage.*

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**4.2 High Impact Practices Inventory for Engaged Learning**

*The following questions are being asked of all research faculty, internship hosts, and study away program directors to collect data on high impact practices that encompass the goals of The Furman Advantage.*

High impact practices have certain defining characteristics involving time duration, learning objectives, meaningful relationships, regular feedback for students, exposure to differences and/or diversity, real-world applications, presentations, and opportunities for reflection. In the sections below, we ask you to comment on how your program’s elements align with these facets of high impact practices.

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| **1. Time**The experience should be of substantive duration to maximize student engagement, immersion, and exposure.  -*Explain the relation of the location(s) to the academic content, and the ability of the chosen location(s) to achieve substantive duration within the confines of the MayX calendar and within the number of days spent in each location. -Explain concepts, assignments, and activities that meet this objective.*      |

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| **2. Learning Objectives/Preparation**Learning objectives have been determined and the study away leaders have identified how the students will be oriented and instructed to ensure those objectives are known, understood, and met over the duration of the program. *-Define the student learning objectives for the course and program (minimum of 3 examples). -How will you know if students have understood and each objective during the program?*      |

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| **3. Relationships**As part of the experience, students will have the opportunity to build substantive (ongoing, meaningful) relationships with key stakeholders, which may include peers, staff, faculty, mentors, community members, host family members, etc. These opportunities include collaborations on projects, activities, or related assignments. -D*escribe the assignments, projects, or collaborative meetings you have planned for your students to undertake to build relationships with the previously mentioned stakeholders.*      |

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| **4. Feedback**Student should receive regular feedback about their assignments and progress toward meeting the learning objectives, and should have opportunities to make changes/adjustments based on feedback.-*How and when will you incorporate feedback and in what form?*       |

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| **5. Diversity, Equity, & Inclusion**The experience will provide exposure to, and facilitation of, student engagement across individuals with different ideas, backgrounds, and experiences. -*Describe assignments, projects, or collaborations that you are planning for your students to undertake pertaining to difference and diversity, equity, and inclusion.*      |

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| **6. Real-World Application**Students will apply, integrate, and synthesize knowledge in the context of this experience.-*Explain the real-world applicability students will acquire by meeting the learning objectives.*      |

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| **7. Presentations**Student will complete assignments and give presentations that indicate progress towards meeting their learning outcomes (both formal and informal outcomes). -Explain the opportunities your students will have for presentations and other indicators of progress.       |

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| **8. Reflection**Students will provide reflections addressing how they applied what they learned in the classroom to the experience as well as how the experience informed their professional goals and academic endeavors. -*Explain the type of reflection assignments students will be required to complete.*      |

**PART 5 TRAVEL PLANNING & PROGRAM LOGISTICS**

**5.1 Study Away Provider**Furman University Study Away requires the use of third-party providers, study abroad organizations, or travel agencies to assist with arranging international logistics and provide directors and students with support while they are traveling on international programs (not required for domestic programs). Furman University has a set list of providers that have been vetted and are within “best practices” in regards to health, risk management and safety, student support, financial management, logistics and so on. All of these organizations specialize in providing the critical logistical support needed to run a safe and successful program.

Faculty members may identify a third-party provider not previously vetted by Furman University. Note that some partners/vendors may not agree to Furman’s terms of doing business or have the capacity perform/provide necessary support. In this case, we will be unable to utilize their services.

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| **LOGISTICS** - **PROVIDER** |
| Which education abroad provider or travel agency do you intend to use to plan your program? (Please contact Nancy Georgiev if you would like recommendations based on the type of program you are planning.)      |
| Name of Direct Provider Contact(s):       | Email:      | Phone:      |
| Why have you chosen to work with this travel provider?      |

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| **LOGISTICS** – **AIRLINE (IF DIFFERENT FROM ABOVE)** |
| Which education abroad provider or student travel planning agency do you intend to use to book flights for your program? (Please contact Nancy Georgiev if you would like recommendations based on the type of program you are planning.)      |
| Name of Direct Provider Contact:       | Email:      | Phone:      |
| Why have you chosen to work with this travel provider?      |

**5.2. Proposed Schedule**

Provide a summary of your travel schedule and include dates, cities, countries. Programs that visit multiple countries or are moving every 3 or 4 days will need to provide further rationale for doing so. (If you have an itinerary from a travel provider, you can attach it or summarize dates in each location).

Include any time that takes place on-campus. Add rows as needed.

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| **Destination** | **Days** | **Activities/Experiences** | **Housing Type** |
| *Ex. Berlin, Germany* | *May 10 – May 31, 2023* |  | *Hotel* |
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**5.3. Living Arrangements**

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| What are the student living arrangements during your program? (Hotel, host family, camping in a tent, hostel, etc.)       |
| Room Occupancy:      | Room Provisions (sheets, fridge, etc.):      | Shared Spaces (bath, common area, etc.):      |

**5.4. Meal Arrangements**

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| How often do you plan to eat as a whole group vs. letting the students be responsible for their own meals?      |
| How many meals (B/L/D) are included as a group (estimate)?      |
| How much money should students bring for meals not covered?       |
| Can dietary restrictions/allergies/food preferences be accommodated?      |

**6. Health & Safety Information**

**6.1 Safety & Risk Mitigation**

Please consult the U.S. State Department for each country you will visit <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> List below the U.S. Department of State Level (1-4) travel advisory number from the website. (Domestic programs can leave the boxes in 6.1 blank). **No Furman program is permitted to travel to a Level 4 destination.** Level 3 Destinations will require additional permission from the Provost – ask Nancy Georgiev for additional details. Add rows as needed.

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| **Country** | **Current Department of State Level (1 – 4)** | **Current Travel Advisories** |
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How do you plan to mitigate the risks referred to by the U.S. Department of State for your program?

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**6.2 COVID-19**

Does your program provider or country(ies) currently require participants to be fully vaccinated and boosted?
The answer might be different for program provider vs. country or even a venue within a destination.
Furman’s policy requires all students to be fully vaccinated and boosted. Students with exemptions for documented religious and medical reasons may work with the program provider to request an exemption if available.

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**6.3 Health & Medical Care**

Describe medical care availability, access, and quality at each destination of the program. Are you ever planning to be more than 1 hour away from medical care?

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| **Destination (City, Country)** | **Medical Care Accessibility, Access, & Quality** | **More than 1 hours away from medical care?** |
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Will participants need specific inoculations or immunizations or need to take any special health precautions? If yes, which ones? Visit the CDC website for information regarding required and recommended vaccinations (including yellow fever, malaria, cholera, typhoid, etc.). <https://wwwnc.cdc.gov/travel/destinations/list/>

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Are there any food and water health/safety issues in your destination(s)? If yes, please explain.

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**6.4 High(er) Risk Activities**

Describe any required/optional high(er) risk activities you are planning or will encourage students to try - trekking, climbing, strenuous hiking, safaris, sports, etc.  SCUBA and snorkeling are allowed only when associated with your curriculum.

\*Please note that bungee jumping, caving, mountain climbing, zip lining, parachuting, skydiving, motorcycle riding, and hang-gliding are not allowed and not covered by Furman’s insurance***.*** **If you would like to inquire about supplemental insurance to cover one of these activities, note it here.** It must be approved by Furman and Furman’s insurance prior to your program start date.

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**6.5 Student Accommodations and Special Considerations**

Furman University Study Away creates an inclusive and supportive environment for all students. The professionals in SOAR, Health Center, the Counseling Center, and CIC often team with Study Away and program leaders to ensure all students have an opportunity to study abroad. However, it is understood that “reasonable accommodations” on campus, may not be as readily available or reasonable everywhere in the world and that certain populations of our students may encounter situations abroad that run contrary to our policies of inclusion and acceptance. For the following questions, please considered the proposed program activities and their locations:

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| What are the physical requirements of the program (adjustment to high altitudes, abundant walking, hill climbing, extreme temperatures, camping/trekking, swimming, etc.)?      |
| Some student populations may face a greater threat of discrimination due to central elements of their identities. Based on your understanding of the program location or “sensitive” subjects within the program, what concerns would you have for students based on their race, ethnicity, sex, gender expression, sexual orientation, age, marital status or religion? Please keep in mind that this information will be vital to assist our students in understanding and preparing for issues they may face due to their identity. While we cannot control discrimination or experiences our students face abroad due to prejudice, with your assistance we can be sure to prepare them as best as possible.      |

**7. Budget Narrative**

*Please explain the costs associated with your program. You will also submit a budget template (excel document) to calculate the per student costs, fixed costs, and faculty expenses.* ***The total cost of the program should not exceed $6000 per student.*** *This includes, but is not limited to, all faculty expenses, round trip airfare, lodging, activities, gratuities, ground transportation, and some group meals.*

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**Submission Instructions**

Please be in contact with Nancy Georgiev – nancy.georgiev@furman.edu 864-294-3092 to discuss the proposal and have a preliminary budget meeting before the proposal deadline. Submit your proposal by emailing it to Nancy Georgiev by August 23rd, 2022.

**IMPORTANT INFORMATION & DATES**

**NEW COURSE PROPOSALS**

If you a proposing a new course, please submit it via the course proposal process. The deadline will be similar to the study away proposal due date (usually around the start of Fall Semester classes).

**SAVE THE DATES**

**ANNUAL STUDY AWAY FAIR DURING FAMILY WEEKEND**

Saturday, October 1, 2023

9:00 AM Program Directors set-up program table

9:30-11:30 AM – Study Away Fair open to students and parents

**STUDY AWAY APPLICATION DEADLINE (for students)**

Tuesday, November 1, 2022 by 11:59PM

**PROGRAM DIRECTORS REVIEW APPLICATIONS & INTERVIEW APPLICANTS**

Wednesday, November 2 – Monday, November 14, 2022

**STUDENT DECISIONS ANNOUNCED**

Tuesday, November 15, 2022

**STUDENT DEADLINE TO CONFIRM PARTICIPATION**

Tuesday, November 29, 2022