**Call for proposals to direct an upcoming semester abroad program**

The Office of International Education is seeking faculty proposals to direct the upcoming “Simpson Experience Abroad” (SEA) semester program:

* **London in Fall 2023:** Simpson partners with the University of Roehampton, a public university with a “leafy” campus setting similar to Simpson’s, in London, England to offer this program.

**Who can direct a program?**

Thanks to support provided by institutional partnerships in each location, full-time tenured or tenure-track faculty from any discipline can serve as leaders for these programs.  It is not necessary to have had prior experience with the host country’s culture or language, although it is important to have a willingness to learn.  Partners/families are welcome.  Student program fees cover the cost of housing for the faculty leader as well as travel expenses and a food allowance.  (Travel expenses, housing needs beyond what the college provides, and food costs for partners and dependents are the responsibility of the faculty member.)

**What are the responsibilities of a program director?**

Faculty directors of Simpson Experience Abroad programs are responsible for

Recruiting:

* Talking with students in various settings to drum up interest in participating in the program
* Holding informational meetings and staffing a table at the fall and spring semester study abroad fairs.
* Participating in the interviewing and selection of program applicants.

Teaching:

* 1-credit **prep course** during the semester preceding the program.
* One 4-credit in-country **reflection course** to help students deepen their cultural experiences and make sense of their surroundings while they are immersed in the culture.
	+ *Maximizing Study Abroad* is a textbook and instructor’s guide available from the Office of International Education to help with this course.
	+ The reflection course likely would include local guest speakers and engage students in on-site learning and field excursions.
* One 4-credit **course of general interest in the faculty member’s discipline**.
	+ Offered by the faculty director while overseas.
	+ The course should carry a general education designation.

Directing:

* Serving as a liaison between Simpson students and the host institution
* Planning a limited number of excursions and activities for program participants
* Resolving problems as they arise
* Serving as the academic advisor for students on the program during the semester overseas

**What should be included in the proposal?**

In light of the above responsibilities, the content of the proposal should cover the following points:

* A description of the courses you would teach while abroad (in addition to the prep course course),
* Your plan for recruiting students to participate in the program,
* Your experience in the program’s location and language (if any) and/or your plan to learn more about its culture and language prior to departure,
* Your experience abroad in general, with or without students.

Your proposal does not need to include a budget.  The finances of the program will be worked out later in collaboration with the Office of International Education.

**What is the proposal process?**

|  |  |
| --- | --- |
| **Steps** | **London Fall 2023** |
| Meet with Jay in OIE to discuss proposal ideas. (Because directing a semester abroad program offers opportunities and constraints, this meeting is essential to be able to write an informed proposal.) | By March 31, 2021 |
| Submit proposal electronically to jay.wilkinson@simpson.edu  | By 1pm on April 2, 2021 |
| Appear before the Study Abroad Committee (SAC) to discuss proposal and answer questions the committee may have. SAC makes recommendation to Dean Woell who makes final decision.  | April 7, 2019 between 3:00-4:00 p.m. |
| Program director announced | Mid-April 2021 |
| Recruit students | Beginning at the Sept. 2021 Study Abroad Fair and continuing through Oct. 2022 |
| Work with OIE to review applications, interview candidates, and select program participants | Oct. 2022 |
| Teach 1-credit prep course | Spring 2023  |
| Lead study abroad program | Sept. – Dec. 2023 |

Students who participate in study abroad programs often cite their experiences as some of the most valuable of their college career.  Working in another country for a semester can also be a career highlight for faculty leaders.  Our faculty make these opportunities available by their willingness to direct our programs.  I hope you will consider submitting a proposal.

Information about the London semester abroad program is available at the study abroad website (<http://simpson.edu/studyabroad/simpson-experience-abroad/london/>). If you have questions or wish to schedule an appointment to discuss a specific program, please don’t hesitate to contact Jay Wilkinson (jay.wilkinson@simpson.edu or x1288).