

Saint Mary's College

International or Off-campus Faculty-Led Program Proposal Form

Directions: The faculty member should send to the CWIL office each of the following by October 1st for programs to be offered during the next calendar year:

- 1) This form, including the budget worksheet on the back
- 2) A rationale of the proposal, which includes its position in the context of other college offerings, the circumstances that brought about the proposal, specific reasons for prerequisites, how it will take advantage of the off-campus setting, etc.
- 3) A preliminary itinerary and timetable of all travel and activities.
- 4) The preliminary course syllabus, bibliography, objectives, and/or assessment plan from the departmental approval process.

PROGRAM INFORMATION

Program Title

Program Location(s):

Course(s) to be taught within the program:

Title: _____ **Number:** _____ **Credits:** _____ ***Contact Hrs.** **Trad.** _____ **Guided** _____ **Prep** _____

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***NOTE: Policy for Experiential Credit**

According to the Saint Mary's College Governance Manual, 30 hours of guided study tour equals one academic credit hour. By the standard Carnegie unit, 15 contact hours of traditional classroom instruction equals one academic credit hour. This "traditional" instruction consists of formal classroom lecture/discussion with the expectation of student daily preparation and assignment to equal 2 hours of preparation/assignment outside of class for every 1 hour of classroom time.

Please indicate how many contact hours of "traditional" classroom instruction are involved in each course, how many hours of "guided study tour", and approximately how many hours of student preparation/assignments you anticipate the program requiring. Credit should be determined by 15 contact hours = 1 credit, with each hour of "guided study tour" counting as 1/2 a contact hour.

Minimum program enrollment: _____ **Maximum program enrollment:** _____

Prerequisites or other eligibility requirements: _____

When and how frequently will the program be offered? _____ **First time to be offered:** _____

Proposed faculty director(s): _____

Additional faculty leader(s)/instructor(s): _____

1. Have you led a Saint Mary's College off-campus or abroad program before? If yes, when and where?

2. Will students from other educational institutions be permitted to participate in this course? If yes, is there any restriction on their participation?

3. Describe any program affiliations, host institutions, or service providers:

4. List special needs (e.g., security, immigration, or recruitment issues):

5. Have students been consulted in planning this proposal? Explain.

Has your department chair approved of this proposal? Yes No

Signature of instructor: _____ Date: _____

BUDGET WORKSHEET

As off-campus programs are currently expected to be self-supporting, a key element of planning is making sure that there is enough money in the program budget to pay for all program costs and that the management of funds follows federal, state, and institutional guidelines. This worksheet provides you with standard items to be included in your budget.

Program Name					
FIXED EXPENSES					
Salary					
Coordinator Salary					
Total Salary					
Services					
Food Service					
Printing Services					
Printing Off-Campus					
Miscellaneous Purchased Service					
Equipment Repair-Contracted					
Guest Lecturers					
Legal					
Total Services					
Supplies					
Supplies- Office					
Supplies- General					
Supplies- Instructional					
Supplies- Audio Visual					
Supplies- Campus Ministry					
Advertising					
Non-Capital Equipment					
Software					
Postage					
Books & Publications					
Subscriptions					
COS Textbooks					
Medical Supplies/Medicine					
Total Supplies					
Utilities					
Fax					
Telephone- Long Distance					
Total Utilities					
Rentals					
Space Rental					
Rental Expense					
Total Rentals					
Miscellaneous					
Public Relations					
Entertainment					
Contingency					
Bank Charges					
Total Miscellaneous					
TOTAL FIXED EXPENSES					

VARIABLE EXPENSES	Cost per Student	Student Total Cost	Cost per Faculty	Faculty Total Cost	Faculty Total
Projected Enrollment ()					
# of Faculty ()					
Room					
Board					
special meals					
Travel- Other					
In Country Travel					
Entrance Fees					
Guided Tours					
Airfare					
Transportation to Airport					
Orientation					
Tuition					
Miscellaneous					
TOTAL VARIABLE EXPENSES					
Cost per Student					
10% of Total for overhead					
<u>TOTAL FIXED + VARIABLE EXPENSES</u>					
PROJECTED SOURCES OF REVENUE	Cost per student	Total Student Revenue			
Tuition per credit hour					
Room and Board					
Application Fees					
Medical Insurance					
Program fee (short term programs only)					
Total Revenue					