W&M Summer Program in Florence, Italy  
Summer 2017  
Estimated dates (subject to change): May 19 to June 17, 2017

**Dates of 2016 Program:** May 20 to June 18, 2016

**Size of Program:** The Florence Program has recently varied from 25 to 45 students:
- 2016: c. 40 students
- 2015: 41 students
- 2014: 26 students
- 2013: 31 students
- 2012: 31 students
- 2011: 25 students
- 2010: 41 students

In light of COLL300, programs are designed to be accessible to as many eligible students as possible. Group size is determined based on an overseas partner’s ability to accommodate and support groups.

**Host Institution:** LinguaViva

**Overview of Program**  
One W&M faculty member serves as program director (PD) and teaches a 3-credit course in the program. All PDs are encouraged to teach a 1-credit preparatory course in spring 2017.

Courses and credits: All students take 4 credits of intensive Italian and choose between the PD’s class and Art History for an additional 3-credit course. Students receive W&M grades and credits for these courses; courses may not be taken pass-fail.

Prerequisites: there are no academic prerequisites for this program.

Housing: students live with local families.

Excursions/Activities: this program includes a weekend excursion to Venice, day trips to the Cinque Terre and Siena, and other day trips as proposed by the Program Director.

**W&M-taught Courses in Previous Years (all 3 credits)**  
- GOVT 391: Politics of the Refugee Crisis in Europe
- GOVT 391: Politics of the Euro
- ED 400: Exploring Leadership
- ITAL 300/ARTH 360: Florentine Renaissance Art
- ITAL 303: Dante and his Beloved Florence
- EDUC 400: From Machiavelli to Montessori: Lessons in Leadership and Followership
Available Courses from Host Institution

ITAL 200/300: Studies in Florence: Italian Language in Florence
ITAL 300/ARTH 360: Florentine Renaissance Art.

Qualifications for Program Directors

Faculty members who expect to continue teaching at William and Mary in 2017-18 are eligible to apply, and will need be available on campus during fall 2016 and spring 2017 to work closely with Global Education Office (GEO) staff on program preparation, and to participate in the fall study abroad fair and fall/spring information sessions, summer program open house, and orientation sessions, and recruiting events. In addition, Summer 2017 Program Directors will need to be on campus in fall 2017 to meet with the future Program Director and participate in recruiting events.

Because the position of Program Director represents a full-time commitment, faculty members selected as PDs may not undertake any other teaching assignment, additional onsite student research projects, or research appointment during the time the program is in session.

Required: site-specific course. Courses must be explicitly linked to the local or regional setting of the program, but are not generally restricted to any given discipline.

Preferred: proficiency in Italian.

Preferred: in-country or regional experience.

Preferred: experience in overseas studies program direction/administration.

Preferred: research/teaching interests relevant to the program.

W&M Faculty Compensation

Program Direction:

Program director compensation covers preparatory work, on-site program direction, and post-program duties. (Salaries are calculated based on the duration of the on-site program—from the day students arrive through on-site student housing move-out).

Meal supplement and housing are provided for an additional 2 days on request.

Tentative student arrival date: May 19, 2017; final day of program: June 17, 2017. Dates are subject to change.

PD salary (based on 4-week PD salary at $3,700 plus 2 additional days at $43 per day): $3,786. Depending on exact program dates, this figure is subject to change.
For all programs with 31+ students, faculty directors receive an additional $100 per student beyond 30.

**Instruction of 3-credit course** (in accordance with W&M A&S’ on-campus summer 2017 teaching pay scale—TBD); 2016 pay scale:

- 1-7 students, $800 per student
- 8-15 students, $200 per student
- 16+ students, $100 per student

**Instruction of 1-credit course** (in accordance with W&M A&S’ on-campus summer 2017 teaching pay scale—TBD); 2016 pay scale:

- 1-7 students, $267 per student
- 8-15 students, $67 per student
- 16+ students, $33 per student

All monetary amounts are subject to change. The quoted rates are based on estimated 2017 expenses.

Housing allowance (unless prearranged through the program, based on the lowest possible rates for one-bedroom accommodations)

Airfare: lowest economy-class direct flight available for purchase before the end of March 2017.

Meal supplement: One-third of the US State Department’s M+IE per diem. For specifics, please see the US State Department’s Office of Allowances website at [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp).

Virginia state regulations require family members who accompany you to Florence or on any of the group activities to make their own arrangements and cover their own expenses. In addition, due to the full-time commitment of the program director to the program, including handling emergencies at all hours, it is expected that 24/7 care for dependents and family members by someone other than the PD be arranged by the PD at his/her own cost.

**W&M Program Director Role and Duties**

Following is a general overview of the PD’s duties:

- Promote programs and recruit and select students.
- Teach a 1-credit preparatory course in spring 2017.
- Maintain contact with providers in the host country.
- Assist students with the visa application process.
- Review and complete responsibilities as outlined in the program director handbook.
- Serve as primary program contact with the Global Education Office.
- Work with GEO staff to make all group reservations (for group travel, meals, activities not arranged by host institution).
- Determine budget and courses in conjunction with GEO staff.
- Collaborate with the GEO staff to coordinate, organize and/or plan excursions.
- While on site, teach, care for students, and administer the program logistics and finances.
- Oversee the teaching activities of local faculty.
- Assure that courses are site-specific, explicitly linked to the local or regional setting of the program.
- Remain in residence and available for the length of the program; it is expected that the Director will accompany students on their group excursions and that, with the exception of these excursions, s/he will be in residence at the program location for the entire duration of the program, including weekends.
- Provide financial oversight including tracking receipts that will be submitted upon return.
- Submit to the Global Education Office (GEO) and International Studies Advisory Committee (ISAC) a thorough report on the summer program (template will be provided).
- Complete responsibilities in order to satisfy COLL300 requirements.

Detailed information regarding the PD’s duties is available in the *W&J Faculty-Led Summer Programs Director’s Manual*, which may be obtained from the GEO.

**Application Deadline and Requirements**

Applications must be received by 5 pm on Friday, April 1, 2016. Submit the following application materials to Sylvia Mitterndorfer in the Reves Center’s Global Education Office (smitt@wm.edu):

- Cover letter detailing the applicant’s interest in and qualifications for the position;
- Course syllabus or detailed description of the course to be offered, including information about site-specific topics, approaches, and/or texts. Since course descriptions will be used in program recruitment, they should include a tentative schedule showing how lectures, readings, assignments, and related excursions will be organized into a study program of appropriate length;
- Details of course-related off-site excursions;
- Numerical scores from evaluations of courses taught in your most recent two semesters;
Applicants are also encouraged to submit proposals for an additional one-credit preparatory course (INTR299), for which they will be compensated. This course should be taught on campus in March-April 2017 and should focus on issues and skills that will enhance students' cultural immersion at the overseas site. Active student involvement in such courses is encouraged, through projects and presentations, and students from the summer 2016 overseas program may be available to participate in one or more class sessions.

**Program Director**

PD selections will be announced in May 2016.

The ISAC evaluates all proposals and selects program directors.

**Selection Process**

Program directors will be selected based on the following criteria: overall quality of course proposal; site-specific nature of course; synergy with other courses offered; expertise of the candidate.

There is no preference for candidates who have recently directed or participated in this or other W&M faculty-led programs.

The ISAC will consider feedback from GEO with regard to applicants who have directed prior W&M summer programs.

In addition, given the distinct responsibilities of the Program Director position, university administrators may contact appropriate offices (Provost, Dean, Title IX Coordinator) for information relating to the applicant. The applicant will be given the opportunity to respond to or explain any negative information thus obtained.

**For more information**

Further details are provided in the *W&M Faculty-Led Summer Programs Director’s Manual* available upon request. You may also contact Sylvia Mitterndorfer, Director of Global Education, at smmitt@wm.edu.