W&M Summer Program in Santiago de Compostela, Spain
Summer 2017

Call for an Assistant Director

Estimated dates (subject to change): May 20 – June 17, 2017

Planned Dates of 2014 Program: May 21 – June 18, 2016

Size of Program: 2016: c. 9 students
2015: 12 students
2014: 13 students
2013: cancelled due to low enrollment (3 W&M students, one non-W&M student)
2012: 9 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 as well as onsite group size restrictions.

Host Institution: limited collaboration with Universidade de Santiago de Compostela

Overview of Program: One W&M faculty member serves as assistant program director (APD), if the program contains a walking portion, and teaches a 3-credit course in the program and may accompany students on the Camino de Santiago for a yet to be determined timeframe.

Courses and credits: Students 6 credits and receive W&M grades and credits for these courses; courses may not be taken pass-fail.

Prerequisites: pre-course taught in Spring 2017

Housing: Students live in hostels in Santiago de Compostela and along the Camino de Santiago

Excursions/Activities: Day trips in the Santiago de Compostela area; part of the group spends significant time walking the Camino de Santiago
Courses in Previous Years

- THEA 460: Right Here/Right Now
- HISP 389: Hike and Seek: Pilgrimage and the Global Search for Joy (GER4C, COLL 200)
- INTR 455 (2 credits): Pilgrimage Studies Seminar Course
- INTR 456 (4 credits): Pilgrimage Studies Field Research Course

Qualifications for Program Directors and the Assistant Director (primary responsibility for ½ of group for 2 weeks of the program)

Faculty members who expect to continue teaching at William and Mary in 2017-17 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 student research projects, or research appointment during the time the program is in session.

The position of Assistant Director requires a full-time commitment for the two weeks of primary oversight for students who remain in Santiago de Compostela while the other half of the group walks the Camino.

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.

Required: proficiency in Spanish for PD position; some knowledge of Spanish for the Assistant Director.

Preferred: in-country or regional experience.

Preferred: experience in overseas studies program direction/administration.

Preferred: research/teaching interests relevant to the program.
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 20, 2017; final day of program: June 17, 2017. Dates are subject to change.

Assistant PD salary (based on 2 week PD salary): $1,850. 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

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

Housing allowance through program

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.

Virginia state regulations require family members who accompany you to Santiago 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. In addition, because of the rigor and additional challenges for the PD of the walking portion of the Camino, please contact the Reves Center if you are considering bringing a family member along for the walking portion since this may not be possible.

W&M Program

Following is a general overview of the PD’s duties, shared by the Assistant Director during the two weeks of primary responsibility in Santiago:
**Director Role and 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 GEO and International Studies Advisory Committee Study Abroad Subcommittee (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&M 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 April 1, 2016. Submit the following application materials as one PDF file to Sylvia Mitterndorfer in the Reves Center’s Global Education Office (smitt@wm.edu):

- Application form (http://www.wm.edu/offices/revescenter/studyabroad/documents/2017PDAp.pdf);
- 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;
- Current CV.

**Program Director**

Assistant Director selections will be announced in May 2016.

**Selection Process**

The ISAC evaluates all proposals and selects program directors.

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 the 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.