

Guidelines for Governance of William and Mary Study Abroad Programs

Approved by the ISCAPC on January 26, 2006

Guidelines Subcommittee members:

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I. Overall administrative structure

- The International Studies Curriculum and Academic Policy Committee (ISCAPC) is responsible for overseeing the academic policies of the College's undergraduate study abroad programs. These oversight responsibilities include: approving study abroad programs, their curricula, and course content; approving the Resident Directors of these programs; evaluating ongoing programs and directors; and developing other policies necessary for the management of such programs.
- The Reves Center for International Studies has the responsibility of implementing ISCAPC policies regarding undergraduate study abroad programs, and administering them, including setting of tuition, faculty salaries, etc. The Reves Center may be asked to provide periodic reports on the budgets of these programs to the ISCAPC for review.^[1]
- The position of Program Director for any study abroad program is open to all eligible College faculty who possess the necessary qualifications to teach a course in the relevant subject area of the program
- No department, program, Concentration Faculty Advisory Committee (CFAC), or faculty has ownership of a study abroad program, but “sponsoring” departments or CFACs shall be consulted in the deliberations of the ISCAPC concerning such issues as curriculum, appointment of program directors, and program assessment.
- In certain cases, due to site specific or discipline specific reasons, a memoranda of understanding (MOU) may be signed between the chair of a sponsoring department, program, or CFAC and the Dean of International Studies, as well as the Dean of the academic program involved, to ensure that the sponsoring department/program/CFAC remains a key (but not the only) component of the study abroad program. Such MOUs are to be tailored to the specific features of a study abroad program and should make clear how and why a departmentally-specific program addresses the interests and needs of W&M students. It must be drafted in consultation with the representatives of all interested parties, including the department, program, or CFAC, the ISCAPC, the Dean of International Studies and other sponsoring Deans, and the director of GEO at the Reves Center for International Studies. Moreover, the terms of the MOU must be consistent with the foregoing guidelines, and are normally effective for the duration of the program assessment cycle. Some issues which may be clarified or detailed in the MOU include:

- core courses vs. variable courses
- core faculty and program director from specific department(s)
- nature of program: single topic or track vs. multiple
- credits
- prerequisites
- length of program (# of weeks in program, or term of program (set number of years))
- minimum/maximum enrollments
- extent of involvement of non-William and Mary faculty
- tuition and salary.

III. How programs are proposed, developed, approved, and executed

- Departments, CFACs, or individual faculty may propose overseas study programs.
- Proposals for new programs are to be submitted to ISCAPC. The application should provide the following information:

1. A description of the program:

- *Type: Summer/Semester/Year Abroad*
- *Nature of courses offered*
- *Rationale for the program*
- *Housing, transport and other arrangements*
- *Prerequisites/corequisites for this program (if language program, note proficiency level required)*
- *Types of courses to be taken by students abroad.*
- *Names of faculty (from W&M or host institution faculty) & program director*

2. Description of the institution abroad including:

- *Strength of affiliated program*
- *Note existing programs at the host institution (whether from W&M or other US university) and if they exist, compare proposed program with them (note and justify any overlap with existing W&M program)*

3. Tentative starting date for program

4. Estimated number of participants

5. Description of scholarships available for the program, and method of selection

6. *Statement of support from the chair or head of all William & Mary departments, programs or schools supplying faculty to this program sent directly to the ISCAPC*

- Proposals are reviewed according to the following criteria:
 - **Sustainability:** proposals for new programs should make a case for long-term viability, including with faculty from a variety of different departments and fields
 - **Site specificity:** proposals should make clear how the program and individual courses are appropriately linked with the site, and how that will be sustained over the length of the program.
 - **Students' consistent exposure to local/on-site conditions,** including language, local faculty, engagement with local residents, etc. For programs that are not explicitly foreign language programs but are in non-English speaking environments, the program should offer some formal exposure to the language of the site, of at least one credit.
 - **Number of courses offered**
 - **Distribution of faculty resources between W&M and local faculty**
 - **Qualification of faculty**

- Programs which are approved will be funded for a probationary period of two years
- After the first two years programs are evaluated by the ISCAPC in consultation with the Global Education Office of the Reves Center:
 - *At this time, depending on the outcome of the review, the MOU and/or the long-term status of the program will be terminated, renewed or revised as necessary.*
 - (include information on the evaluation procedures from Reves here)
 - use of student evaluations in review process.

[1] This is in accordance with the College's Strategic Plan (Into the Fourth Century) which says that the College must "Ensure that each interdisciplinary program's advisory committee is involved in issues relating to the curriculum and budget of that program." Article III, section 2, of the ISCAPC bylaws also state that "The ISCAPC shall develop—in consultation with the Reves Center—policies for the management of undergraduate study abroad programs." ISCAPC has, in the past, not been privy to such important management issues as the setting of tuition for study abroad programs and the use of program surplus.