**Guidelines for New Reves-Administered Study Abroad Programs**

Reves Center for International Studies

Last updated: March 2017

Reves-sponsored study abroad programs include faculty-led and faculty-assisted programs that are conducted in locations outside the U.S. and that generally take place during the summer or semester/year. Such programs, which are vetted, approved, and reviewed by the International Studies Advisory Committee (ISAC), provide students with W&M credit and grades. The Global Education Office (GEO) within the Reves Center serves as the coordinating office.

**Global Education Office Goals for New Study Abroad Programs**

1. To develop international study opportunities in a broad range of disciplines and geographical areas that will appeal to a wide range of W&M students and faculty;
2. To keep program costs comparable to in-state tuition, room, and board for semester and year-long programs, and/or comparable to summer school costs, to the extent possible;
3. To develop programs that compliment, enhance, and are integrated into students’ on-campus programs/curriculum to the fullest extent possible;
4. To offer courses that are closely and inherently related to the site at which they are taught—and thus offer educational opportunities students could not get on campus;
5. To develop opportunities for sustained language and inter-cultural learning;
6. To encourage students, through international experiences and study, to value others’ perspectives and see themselves as part of a bigger, global world.

The Study Abroad Committee (ISAC) is charged with overseeing all curricular aspects of Reves Center study abroad programs. The ISAC reviews proposals for new Reves-sponsored programs and has the authority to approve or reject those proposals. Accordingly, we have developed the following guidelines to assist in planning and implementing a new faculty-led or faculty-assisted program.

As outlined below, the approval process is a multi-step one that may take many months to complete. The Reves Center’s Director of the Global Education Office and Associate Director for Global Education Programs will work with you to facilitate the proposal and review process.

**The Approval Process for New Study Abroad Programs**

1. 24 months in advance of proposed program start date: Meet with the Director of Global Education and Associate Director of Global Education Programs to review the broad range of issues that will need to be addressed in the program proposal. These will generally include:
* academic and related issues: rationale for new program within W&M academic context and with respect to existing study abroad programs; proposed academic focus and goals; target audience for program; courses to be taught; qualifications and availability of local faculty who will teach in the program; qualifications of host institution, classroom facilities, related excursions and extra-curricular opportunities, lodging and meal arrangements, sustainability of program over long term; etc.;
* administrative and budgetary issues: administrative personnel and coverage at partner institution; costs of program; costs of housing, meals, excursions, etc.;
* safety/security/liability issues.
1. Once you and the GEO Director and Associate Director have worked through all relevant issues, you will work together to complete the attached Study Abroad ***Program Proposal*** . This proposal must be submitted to the ISAC at least 16-18 months prior to the anticipated start date of the program.
2. The ISAC will review the proposal according to the criteria listed above.
* If it believes the program should be implemented, the ISAC will recommend funding for a site visit to finalize arrangements for the program. The GEO Director has the authority to disburse funding for the site visit.
* The ISAC and the GEO Director will review the site visit report and may request further information or clarification before endorsing the program. The GEO Director has the authority to approve further Reves involvement and support, or to withdraw from the process at this stage.
* Once the ISAC has reviewed and approved the establishment of the program, the faculty member(s) who proposed the program must submit course offerings that are currently not in the catalog or need credit adjustment to the EPC for approval. Application forms and policies can be found on the EPC’s website.
1. The site visit team must include a faculty member and a member of the Global Education Office staff, and the site visit should be completed at least 12 months prior to the anticipated start date of the program. The site visit report should include detailed information on available courses (including course descriptions and/or syllabi), possible excursions, host institution administrative support, course-related matters like classrooms, internet access, etc., and logistical issues like housing, transportation, meals, etc.
2. Once the site visit is complete, you and the GEO staff member will prepare a follow-up proposal detailing the new program, and submit that to the ISAC. This follow-up report should be submitted no later than 10 months in advance of the proposed start date of the program.
3. If the ISAC approves the program at this stage, it will also choose a program director (generally the faculty member submitting the proposal). GEO staff will work with the program director on the actual implementation of the program. Courses will need to go to departments/schools (and the EPC, for some A&S courses) for approval.
4. If the ISAC requests further information and/or follow-up, the Director of the GEO and the Director of the Reves Center must approve any further work on the proposal.
5. The approximate timeline for program implementation is as follows:
* 9-10 months before program start date: By now, Reves should have detailed information on all program-related aspects: courses, facilities, excursions, logistical issues, etc. Reves sets program cost, creates advertising materials, application forms, signs contracts/agreements with overseas institution/organization, creates student handbooks, etc.;
* 5-7 months prior: Reves and PD launch student recruitment through information sessions, workshops, mailings, advertisements, classroom visits;
* 4-5 months prior: Reves processes applications, creates acceptance packets, builds courses in Banner, sets program payment timelines;
* 1-2 months prior: Reves and PD assist students with course registrations, travel and visa requirements, collection of forms, payments, scholarships, financial aid and student accounts, and pre-departure orientation.

**Guidelines for Reves-Sponsored Programs**

* New faculty-led programs will include one W&M faculty member, who will generally serve as program director and teach one course. All remaining courses will be taught by local faculty. Administrators at the partner institution will take care of most practical matters on site, but for programs exceeding 30 students, Reves will generally seek to hire a part-time local program assistant to help the W&M program director with non-academic issues.
* Faculty seeking to propose new programs should be familiar with the language, culture, and history of the area where the program will be situated, have contacts with individuals in the area, and ideally, have research interests in the geographic region.
* Programs must be explicitly linked to the local and/or regional setting. They do not need to be (and generally should not be) restricted to any given discipline.
* Courses taught by W&M faculty must be designed specifically for the program. They may be adaptations of courses taught on campus, but must be unique to the program and include linked site-related readings and assignments. New courses must be proposed and approved following the usual procedures established in the departments/schools/programs in which they will be taught. Local (international) faculty hired to teach on the program will be considered adjunct W&M faculty. Their courses will also be vetted and approved following usual department/school/program procedures.
* All programs offered in countries where the official and/or native languages are not English must include a language course that is required of all students. Summer programs must include at least a one-credit course and at least three hours of classroom instruction per week throughout the program. Semester-long programs must include at least a three-credit course and at least three hours of classroom instruction per week for the duration of the program.
* In most cases, Reves will seek to sponsor programs that will appeal to a broad range of students and faculty, and we support the ISAC guideline that single faculty members and single departments/programs may not have “ownership” over study abroad programs. In cases where faculty can clearly demonstrate the advantages of a department/program-specific study abroad program, Reves may choose to support such a program, but with the understanding that qualified faculty from other departments/programs may apply to, and may be chosen to direct the program.
* New programs must be sustainable over the long term (at least five years). New program proposals must indicate how the position of program director will or could be shared over a five-year period between at least several faculty/departments/ programs.
* Reves is a self-funding center and cannot afford to run its programs at a loss. As a rule, we operate on a three-year funding cycle and are willing to suffer losses for two years if the third year will bring the program back to a break-even point. If the program does not break even in its third year, it will generally be terminated. While the ISAC oversees curricular issues related to study abroad programs, financial decisions like these are internal to the Reves Center.

**Study Abroad Program Proposal**

Though there is no specific form to be submitted, the program proposal should address the following questions/issues:

**Description of proposed program:**

* Where is the program located?
* Who is the institutional partner, and why is this partnership a good one?
* What is the proposed duration of the program?
* What is the purpose of this program?
* Which courses will be offered?
* What sorts of excursions, extra-curricular events, etc. will be incorporated, and how will these compliment the academic program?

**Rationale for program**:

* How does the program expand the range of disciplines offered and the geographic range covered by existing W&M study abroad programs?
* Which students are expected to enroll in this program?
* How does participation in the program affect the student’s course load in his/her major/minor upon returning to campus?
* Is the program designed for a broad range of students and faculty? If not, how and why must this program have a specific focus?

**Program sustainability**:

* How and why is this program likely to appeal to W&M students for at least the next five years?
* Which W&M faculty (individuals and/or departments/programs) will contribute to this program over the next five years as program directors?

**Program curriculum:**

* Why is this particular configuration of courses being offered?
* How are these courses different from courses taught on campus?
* How do these courses compliment and/or expand on-campus coursework?
* What provisions have been made to meet the language requirement for programs in countries where the native/official language is not English?
* What procedure will be followed for approving these courses according to the usual procedures for departments/schools/programs?

**Estimated program costs:**

* How much is this program expected to cost, including the costs for a W&M faculty director, local faculty, classrooms, on-site administrative costs, dormitories, included excursions and meals, etc.? Please provide an explanation of how these costs were calculated.

**Support from department/program/school:**

* Has your department chair, program director, and/or school dean expressed support for your efforts to build this program?
* If yes, has s/he indicated that your work on this program will count toward promotion, tenure, and/or merit reviews?
* If no, how can we help secure his/her support and ensure recognition of your efforts?

**Budget and itinerary for site visit:**

* Please provide a detailed budget and itinerary for a site visit should the ISAC approve the program proposal. Include the cost of round-trip economy airfare, lodging, meals, and other expenses related to a 3-4-day stay at the site. (Remember to multiply all costs by two, since a Reves staff member will need to accompany you on the visit).