

W&M Summer Program in Geneva, Switzerland Winter Break 2024-25

Estimated dates (subject to change): January 2- January 19, 2024

Size of Program: 2023: 20 students (we are seeking additional onsite dorm housing so group size may increase)

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. This program's estimated capacity for in-person meetings is 20 students although we may be able to expand the group size.

Host Institution: This program is focused on health science-related studies, based on site visits to various international organizations including the WHO and International Red Cross.

Overview of Program One W&M faculty member serves as program director (PD) and teaches a 3-credit course in the program as well as a 1-credit preparatory course in fall 2024. This program has an emphasis on health-related studies. Many students are on the pre-med track.

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

Housing: Students are housed in a dorm; faculty are housed in a hotel or may choose other arrangements.

Excursions/Activities: past excursions included trips to Lausanne and Zurich. Specific excursions will depend on course, group size, and availability of lodging in Geneva.

W&M-taught Courses in Previous Years CHEM 361: Managing Global Infectious Disease
KINE 460: Universal Health Coverage and Global Health Management

**Qualifications
for
Program
Directors**

William & Mary, including ISAC, values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. W&M is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

This program has an emphasis on health studies. ISAC is seeing faculty who are able to offer courses related to health studies and/or are relevant for pre-med or public health students given the design of the program to provide more options to students in these fields.

Faculty members who expect to continue teaching at William and Mary in 2024-25 are eligible to apply and will need be available on campus during spring 2024 and fall 2024 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, orientation sessions, and recruiting events. In addition, Winter 2025 Program Directors will need to be on campus in spring 2025 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 linked to the local or regional setting of the program and relate generally to health studies or students who in related STEM fields.

Preferred: in-country or regional experience.

Preferred: experience in overseas studies program direction/administration/site review.

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.

PD salary for 2-week program: \$2,600 plus 4 days at \$50 each= \$2,800
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 2024 teaching pay scale—TBD); 2023 pay scale:

- 1-7 students, \$800 per student
- 8-15 students, \$200 per student, plus prior 1 – 7 amount
- 16+ students, \$100 per student, plus prior amounts (1-7, 8-15)

Instruction of 1-credit course (in accordance with W&M A&S' on-campus summer 2024 teaching pay scale—TBD); 2023 pay scale:

- 1-7 students, \$200 per student
- 8-15 students, \$100 per student. plus prior 1 – 7 amount
- 16+ students, \$50 per student, plus prior amounts (1-7, 8-15)

All monetary amounts are subject to change. The quoted rates are based on estimated 2024 expenses.

The PD will be lodged in a hotel. Housing costs for spouse/dependents/guests that incur any additional charges will be the direct responsibility of the Program Director.

Airfare: lowest economy-class direct flight available for purchase before the end of November 2024.

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 Galway 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 fall 2024.
- Maintain contact with contacts in the host country.
- Assist students with the visa application process, if applicable.
- 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, etc).
- 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.
- Ensure that courses are site-specific, explicitly linked to the local or regional setting of the program in line with COLL300 expectations.
- 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) 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 submitted online by 11:59pm on **Monday, December 4, 2023**. Details can be found at https://www.wm.edu/offices/reescenter/geo/faculty/summer_winter_programs/

Program Director PD selections will be announced early in the spring 2024 semester.

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 Reeves Center 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 Mitterdorfer, Director of Global Education, at smmitt@wm.edu.