W&M Summer Program in Cádiz, Spain
Summer 2018
Estimated dates (subject to change): May 18 to June 24, 2018

Size of Program: The Cádiz Program has recently varied from 16 to 26 students:
2017: c. 17 students
2016: 16 students
2015: 18 students
2014: 24 students
2013: 21 students
2012: 26 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: MundoLengua

Overview of Program: One W&M faculty member serves as program director (PD); the PD teaches a 1-credit preparatory course in spring 2018 and oversees individual, independent research projects of participants on the program.

Courses and credits: Students receive 6 credits (including the 1-credit preparatory course), chosen from courses in Spanish language, culture, history, and film; in addition, each student completes a 3-credit independent research project while in Spain. Students receive W&M grades and credits for these courses; courses may not be taken pass-fail.

Prerequisites: Students must have completed HISP 207 or its equivalent; W&M students must also enroll in HISP 376 (1 credit) in spring 2018.

Housing: Students live with local families.

Excursions/Activities: In the past, this program has included a short stay in Madrid and course-related excursions to Segovia, Granada and Ronda, Sevilla, and Jérez.

W&M-taught Courses in Previous Years:


Available Courses from Host Institution:

- HISP 392/GBST 390: History of Art in Andalucia [3 credits]
- HISP 307/INTL 390: Cultural History of Spain [3 credits]
Qualifications for Program Directors

Faculty members who expect to continue teaching at William and Mary in 2018-19 are eligible to apply, and will need be available on campus during fall 2017 and spring 2018 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 2018 Program Directors will need to be on campus in fall 2018 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 onsite, 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, but are not generally restricted to any given discipline.

Required: proficiency in Spanish.

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.

PD salary (based on 5-week PD salary at $4,000 plus 3 additional days at $43 per day): $4,129. 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 2018 teaching pay scale—TBD); 2017 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 2018 teaching pay scale—TBD); 2017 pay scale:
8-24 students, $1,650

All monetary amounts are subject to change. The quoted rates are based on estimated 2018 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 2018.

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 Cadiz 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 2018.
- 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&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, April 3, 2017. Details can be found at [http://www.wm.edu/offices/revescenter/studyabroad/faculty/summerprograms/index.php](http://www.wm.edu/offices/revescenter/studyabroad/faculty/summerprograms/index.php)

**Program Director Selection Process**

PD selections will be announced in May 2016.

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 Reves 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 Mitterndorfer, Director of Global Education, at smitt@wm.edu.