

LETTER OF INTENT TO OFFER AN OFF-CAMPUS PROGRAM IN 2010

Rhodes faculty or staff interested in offering an Off-Campus Study Program should submit a Letter of Intent to Katherine Richardson, the Director of International Programs (119 Burrow Hall).

The Letter of Intent must include the signature of the Instructor(s) and the Department Chair or, Staff Member and Supervisor. Once the Letter of intent is received, the program leader will be expected to briefly discuss the proposal with the Director of International Programs. All academic programs must receive final approval by the Dean of the Faculty before the program is made available to students. Proposals for new credit bearing programs are reviewed by the EPC. All non-credit programs must receive approval by the Dean of Students before the program is made available to students. The deadline for submitting a Letter of Intent is September 15 (or next business day). Please refer to the Faculty/Staff-led Program Guidelines at: <http://www.rhodes.edu/2219.asp> for more detailed information about policies and procedures.

The Letter of Intent Must Include:

- I. **Program Overview, Rationale, and Organization.** Explain in several paragraphs the rationale for the proposed program and how it fits into the Rhodes curricular objectives. In doing so, also explain how the program will be organized and how instructional time will be utilized, keeping in mind the guidelines given below. Please provide as complete and accurate a picture of the program as possible, including sufficient information for the relevant department head to be able to make a judgment about the program and/or courses if this is a new program or if the old program contains a new course.

Program Guidelines:

- Off-campus study, whether undertaken abroad or in a U.S. setting other than the Rhodes campus, shall be characterized by the same academic rigor and high expectation for student work as on-campus study.
- Courses offered off campus shall entail a minimum of 20 teaching and contact hours per week. Normally they will have considerably more than this minimum.
- A total number of credits to be earned from all courses pursued on such a program normally shall not exceed 1.5 credits per week. The Educational Program Committee (EPC) must approve in advance any exceptions to this rule. In any event, the total number of credit hours earned from all courses pursued on a program shall not exceed two (2) credits per week.
- Although the nature of out-of-class work undertaken in off-campus courses may differ considerably from out-of-class work undertaken in on-campus courses, the time

students are expected to devote to out-of-class work (e.g., reading, preparation of assignments) shall be approximately the same off campus as on campus.

- Instructional days should be balanced throughout the program so as not to leave large gaps of unscheduled time.

- II. **A Preliminary Budget.** One of the most detailed activities in developing a faculty-led study abroad program is the budgeting and costing process. Since international programming often involves unexpected/unanticipated costs, it is important to incorporate a sufficient margin into the program fee in order to accommodate any unforeseen costs such as fuel surcharges, currency fluctuations, unexpected charges, etc. Such a margin will help prevent the program from going over budget in any given year. Program leaders should consult with the Director of International Programs and the Accounting Office when preparing budget estimates. Final budgets will be reviewed and approved by the Office of the Vice President of Finance and Business Affairs. The budget form for 2010 summer programs is available at <http://www.rhodes.edu/6100.asp>

The budget for 2010, with accompanying documentation, must be submitted by September 15 (or next business day) to the Director of International Programs. The Director will forward the budget and documentation to the Accounting Office for review and approval. Please refer to the Faculty/Staff-led Guidelines at: <http://www.rhodes.edu/2219.asp> for detailed information about budget policies.

- III. **Tentative Syllabus.** The proposed syllabus must include the following:

- Name(s) of faculty and any additional staff member(s) (if applicable) participating on the program on-site, title of the program, and, if relevant, the course number(s)
- Minimum GPA required to participate in the program. (Note: the minimum GPA for all credit-bearing Rhodes Off-Campus Study programs is 2.0. Students not meeting the academic requirements may request that the Committee on Standards and Standing review their application.) The GPA requirement is set by the Faculty Leader of the program and may be higher than 2.0 if necessary.
- Pre-requisites required for student participants.
- A description of any major, major concentration or general degree requirements offered in the program's course(s). In doing so, please indicate those requirements that have been previously approved and those for which you intend to make a new application.
- If the courses offered through the program are intended to meet a Foundation requirement, please complete and submit to the Foundations Curriculum Committee the appropriate form to receive Foundation credit. (Note: Rhodes Summer Programs seeking F-11 credit need will also need to receive FCC approval.)
- An explicit discussion of how the final grade for each student will be determined. If you are able to provide information regarding various course components and how each will figure into determination of the final course grade, please do so. In the absence of a precise break-down of the grading scheme, a general statement regarding assessment

of student learning is acceptable. (Note that attendance at all scheduled activities is mandatory and that such attendance should not figure into the grade per se.)

- Any other details pertinent to the execution of the course component of the program.

IV. **Proposed Itinerary.** The itinerary should include firm arrival/departure dates, a description of travel logistics, a description of the weekly schedule, a description of a typical weekday, and a detailed description of any excursions/off-site visits (if applicable).

V. **Local Arrangements.** Local living (e.g., university dormitory, home-stay), dining (e.g., cafeteria, no-meal plan, student cooking), and transportation arrangements should be described here (as best as possible). Program leaders should keep in mind that making arrangements for lodging, transportation, excursions, and other in-country site visits can consume considerable amounts of a program leader's time and energy. There are, however, a number of outside organizations that Rhodes partners with who specialize in arranging educationally focused group travel. Working with such partners can reduce the program leader's time commitment involved, while still allowing for a hands-on, engaging faculty-led program. The Director of International Programs can provide a list of reputable service providers which specialize in educationally focused group travel. Please contact Katherine Richardson (richardson@rhodes.edu) for more information about such partners.

VI. **Cross-Cultural Learning Statement.** Please provide a statement which explains how cross-cultural learning will be incorporated into the course(s) on site.