



Global Engagement Office
SCHOOL OF EDUCATION
UNIVERSITY OF WISCONSIN-MADISON

**UW-MADISON SCHOOL OF EDUCATION
APPLICATION FOR STUDY ABROAD COURSE DEVELOPMENT GRANTS – SPRING 2022**

The UW-Madison School of Education is dedicated to increasing short-term, faculty-led study abroad courses. Faculty-led study abroad programs offer a unique curricular opportunity for students to travel with faculty to another country (or sovereign tribal nation) and take SoE courses towards their major. The funds are intended to be used for course development and site visits which include air travel, accommodations, per diem costs, and entry to museums, historical sites, etc.

Faculty-led study abroad programs are developed in cooperation with International Academic Programs (IAP) at UW-Madison. Please consult “Thinking About Creating Your Own Faculty-Led Program Abroad?” (<https://studyabroad.wisc.edu/faculty-advisors/creating-faculty-led-programs/>) for issues to consider in the development of your course. IAP Associate Director Matt Geisler (matthew.geisler@wisc.edu) is the first point of contact for faculty who wish to develop new courses.

The SoE Global Engagement Office (GEO) can also help with the development of study abroad courses. GEO Associate Director Kate McCleary (mcclary2@wisc.edu) is available to collaborate with you. All applicants are strongly encouraged to attend one of the information sessions which will be held on the following dates. To register please click the corresponding Zoom registration link.

Important dates:

Information session: Friday, February 11 at 9:00 a.m.

Registration: https://uwmadison.zoom.us/meeting/register/tJYkfuqrrjgoEtDZW1UT_CqTBumF0iYquOtD

Information session: Thursday, February 17 at 1:00 p.m.

Registration: <https://uwmadison.zoom.us/meeting/register/tJMtc-CqpzgiGtK0tdwWlyuG33AzvyRb3oB0>

Application deadline: The last Thursday of March (March 31, 2022)

Notification date: Early May

Pages 5-6 of this document outline the questions asked in the Google Form:

<https://forms.gle/JGZPYwRC1sicuaH29>

The SoE Business Office distributes this grant funding to recipients’ departmental accounts in two disbursements. One for the course development (Summer 2022), and the second for the site visit travel (early 2023).

IMPORTANT CONSIDERATIONS FOR APPLICANTS:

a. SoE study abroad course development grants are for summer salary and fringe of \$4,000, for 9-month appointments, for time spent on course development, as well as instructor travel to program sites of up to \$4,000 per person. Grants are limited to a maximum of two instructors per course.

b. SoE requires that each course will have at least two instructors who can teach it (in case one instructor becomes unavailable). At least one instructor must be an SoE faculty member, and both instructors must have their primary home in SoE (so all credits from study abroad courses will accrue to SoE).

c. To be financially feasible, SoE study abroad courses typically need a minimum undergraduate enrollment of 15 students. Depending on enrollment, SoE assumes that each iteration of a study abroad course will be taught by just one instructor.

d. For now, these grants prioritize the development of study abroad courses for undergraduates (and/or courses that include both undergraduate and graduate students). NB: graduate students are not eligible for SoE financial support for study abroad courses, and study abroad costs are not included within graduate-student stipends.

e. For the purpose of these grants, “study abroad” means study either (a) outside the United States or (b) with a sovereign tribal nation within the United States. (Other forms of domestic “study away” courses are not eligible for these grants.) All approved courses must demonstrate a high degree of sensitivity to cultural differences in the host setting.

f. As a general rule of thumb, study abroad courses offer 1 credit hour per week abroad, which means that a 3-credit summer course would spend 3 weeks abroad (each credit must equal 15 hours of direct instructional contact, so 3 credits = 45 contact hours, or 15 hours/week).

Credits Offered	Weeks Abroad	Required Instructional Hours/Week
1	1	15 (e.g., 3 hours/day over 5 days)
2	2	30
3	3	45
4	4	60

** If an instructor wishes to assign more credits than weeks abroad, then there must be sufficient direct instructional hours either abroad or before and/or after the experience abroad, within the same term, to meet the number of credits assigned.*

** The total number of direct instructional hours per week may be increased for more credits (e.g., 2 credits in 1 week requires 30 hours/week).*

Credits Offered	Weeks Abroad	Required Instructional Hours/Week
2	1	30 (e.g., 6 hours/day over 5 days)
3	2	45 (e.g., 4.5 hours/day over 10 days)
4	3	60 (e.g., 4 hours/day over 15 days)

* “Direct instructional hours” cannot be about logistics but must be purely academic, ideally involving selected readings and student participation.

* More information on credit policies is available from Matt Geisler (matthew.geisler@wisc.edu), Associate Director for New Programs in the Office of International Academic Programs (see below).

g. To be eligible for a grant, a study abroad course must be substantially new. It cannot be a regular course that is simply taught abroad. If a proposed course has been taught on campus in the past, then its study abroad version must be reframed significantly to take full advantage of the instructional opportunities (ideas, topics, pedagogies, etc.) afforded by a deliberately selected host setting.

h. For instructors who receive study abroad course development grants, SoE expects that such courses will be offered at least five times over approximately seven years.

i. At least one award recipient from each course selected is expected to participate in 3, 1-hour community of practice meetings during the Summer of 2022.

j. In most cases, SoE study abroad course development grants are to be used one year before the course is offered to students for the first time. For example, if you receive a grant to develop your course and make a site visit in Summer 2023 (with the first student applications expected during AY2023-2024), then your first cohort would enroll in your course during Winter 2024 or Summer 2024.

k. If you receive an SoE study abroad course development grant, you must submit your course for approval from (a) your department and (b) the IAP Faculty Advisory Committee during the following semester. For example, if you receive a course development grant for Summer 2024, then your course should be submitted for all requisite approvals in Fall 2023 at the very latest.

* Courses that use existing course numbers must be re-approved in their new study abroad form.

I. Applicants for SoE study abroad course development grants must first discuss their idea for a course with Matt Geisler (matthew.geisler@wisc.edu), IAP Associate Director for New Programs.

i. Have you discussed your course with Matt Geisler?

STEPS TO CREATE A NEW STUDY ABROAD COURSE:

1. Create a New, Faculty-Led, For-Credit, Study Abroad Course

Applicants must create a new, faculty-led, for-credit, study abroad course, in cooperation with and administered by International Academic Programs (IAP).

2. Consult with IAP Associate Director Matt Geisler

Applicants should review “Thinking About Creating Your Own Faculty-Led Program Abroad?” (<https://studyabroad.wisc.edu/faculty-advisors/creating-faculty-led-programs/>) before they set up a meeting with Matt Geisler.

3. Obtain a Letter of Support from Department Chair

Applicants must submit a letter of support from the sponsoring department’s chair. The letter should identify how the course fits into the undergraduate curriculum of an SoE major.

4. Adhere to UW Madison Travel Policies:

All grant recipients must follow UW-Madison travel policies, including booking travel through Concur and accounting for all per diem requests as specified in the country-specific guidelines (see <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/air-travel/>)

5. Purchase CISI Insurance:

All grant recipients must purchase CISI Insurance (policies are approximately \$18 for two weeks of travel); see <https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/>

6. Submit a Site Visit Report:

Upon completion of the site visit, grant recipients must submit a report that includes a synopsis of the visit, with details on places of interest for the program (tours, museums, etc.), particular people/groups that course participants might have a chance to meet, and a preliminary itinerary of the day-to-day activities of the course. As per IAP guidelines, this report is requested within 2 week of the completion of the trip.

7. Submit Course for Approval to Department and IAP Faculty Advisory Committee

In collaboration with Matt Geisler, submit a new program proposal, including a course syllabus, to the IAP Faculty Advisory Committee. Approval must be granted before the study abroad course is allowed to run for the first time.

All grant recipients must submit their new courses for departmental and IAP approval at least 10 months before they are to depart for the first time.

APPLICATION:

Please submit your application [via this Google Form](#). The questions below are in the Google Form.

1. What is your name?
2. What is your position in the UW-Madison School of Education?
Faculty
Instructional staff
3. What is your School of Education department or program?
4. What is the name of your proposed study abroad course?
5. What is the destination of this study abroad course (specific country or countries)?
6. What term will this study abroad course take place?
Winter (late-December to mid-January)
Summer (mid-May to mid-August)
7. What is the total number of weeks for your course, and how many weeks will be spent abroad?
8. Please provide the name of who will lead this study abroad course if/when you cannot (list one or more other instructors). Only 1 application needs to be submitted per course.
Please indicate collaborators names.
 - a. Is this person, or are these people, also involved in planning the course?
9. How often do you/others plan to offer this study abroad course (e.g., every year, every other year)?
10. What term do you/others plan to offer this course for the first time? The earliest possible dates are Winter 2024 or Summer 2024.
11. How many years can you/others commit to offering this study abroad course?
12. This grant is for undergraduate education. Identify who the target undergraduate students are for this study-abroad course (e.g., by SoE major, interest area, etc.). With whom have you discussed your target students? What other departments, if any, might encourage students to take this course?
13. Describe the specific degree requirements, if any, that this study-abroad course will fulfill (e.g., SoE major requirements, general-education requirements, etc.).
14. List the course objectives for this study abroad course (list up to four objectives; one sentence each)?
15. Why is your location the best possible site for the course objectives you hope to meet? Explain how the location, field trips, and site-specific activities contribute to the academic goals. How will you link the culturally unique attributes of your specific location to the academic goals that are part of study abroad experiences such as global citizenship, cultural humility, perspective taking, intercultural sensitivity, social responsibility, cross-cultural communication, empathy, etc.? (max 400 words)

16. Describe how this course complements other existing study-abroad courses in your department. Identify the unique elements of this course in relation to the other offerings in the department. Please account for and justify any overlap in course content, location, and target audiences. If this is "not applicable" to your department, please put "N/A". (max 400 words)

17. The study abroad course development grant is intended to be used during the Summer of 2022. Are you able to commit to developing the course Summer 2022?

18. All applicants for SoE study abroad course development grants must submit a brief letter of support from their department chair.

[UPLOAD]

19. All applicants for SoE study abroad course development grants must submit a budget that includes:

- a. Summer salary (maximum \$4,000)
- b. Estimated site visit costs (maximum \$4,000):
 - Round-trip airfare
 - Ground transport
 - Hotel
 - Meals
 - Supplies
 - Additional expenses

[UPLOAD]

20. If you receive the grant, what is the department account to which the grant should be distributed (e.g. 136-ABC12345)?

Two additional questions from International Academic Programs:

21. [Commitment to Diversity](#)

UW-Madison Study Abroad recognizes the importance of increasing access to study abroad for historically underrepresented student populations. We work strategically to identify, address, and remove barriers that may prevent participation and to provide a welcoming and inclusive environment for students. Please explain specifically how your program/course supports this commitment to access and diversity.

22. [Commitment to Sustainability](#)

UW-Madison Study Abroad is committed to contribute to UW's work in creating and supporting a climate action and adaptation plan and to develop resources and a roadmap for actions for students, program leaders, partners, and UW Study Abroad staff to follow in support of more sustainable practices for study abroad. Please explain specifically how your program/course and proposed activities supports this commitment to sustainability.

APPENDIX A: Announcement of the Six Teams from 2021

The School of Education Awards Six Grants for Faculty-Led Study Abroad Development June 4, 2021

The UW-Madison School of Education is dedicated to increasing short-term, faculty-led study abroad courses. Faculty-led study abroad programs offer a unique curricular opportunity for students to travel with faculty to another country (or sovereign Tribal Nation) and take SoE courses towards their major. The grants support faculty and instructor travel to program sites as well as summer salary for time spent on course development.

The School of Education received impressive proposals from faculty and collaborators from across five academic departments. For the first round of funding, six grants were allocated to faculty in the Departments of Curriculum and Instruction, Dance, Kinesiology, and Theatre and Drama. With the development of these six programs, along with current faculty-led programs run by Faisal Abdu'Allah (Art) and Diana Rodríguez-Gómez and Lesley Bartlett (Educational Policy Studies), the School of Education will have a portfolio of eight short-term programs available to School of Education students and the UW-Madison community in the coming years. The faculty and collaborators who have received funding will start on the course development Summer 2021, conduct site visits Summer 2022, and intend to launch in Summer 2023. The funded courses and affiliated faculty include:

Curriculum and Instruction

Title: Curriculum Development and Galapagueño Diversity

Location: Ecuador

Faculty Lead: Mariana Pacheco | Affiliated Faculty/Instructors: Diego Róman and Mariana Castro

Title: Sociocultural Foundations of Learning: Uganda

Location: Uganda

Faculty Lead: Margaret Hawkins | Affiliated Faculty/Instructors: Mariana Castro

Dance

Title: Dancing Histories in Greece: Balancing the past, present and future

Location: Greece

Faculty Lead: Professor Natalie Zervou | Affiliated Faculty/Instructors: Liz Sexe

Kinesiology

Title: Group Development and Behavior Management in Costa Rica

Location: Costa Rica

Faculty Lead: Luis Columna | Affiliated Faculty/Instructors: Cindy Kuhrasch

Title: Psychological Factors Across the Physical Activity Continuum: Sedentary to Elite Athletes

Location: Portugal

Faculty Lead: Dane Cook | Affiliated Faculty/Instructors: Morgan Shields

Theatre and Drama

Title: Experiencing British Theatre

Location: United Kingdom

Faculty Lead: Colleen Conroy | Affiliated Faculty/Instructors: Audrey Wax and Jim Stauffer