



## Global Engagement Office

SCHOOL OF EDUCATION

UNIVERSITY OF WISCONSIN-MADISON

### UW-MADISON SCHOOL OF EDUCATION

### APPLICATION FOR STUDY ABROAD COURSE DEVELOPMENT GRANTS

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. This grant supports faculty travel to program sites as well as summer salary (with fringe) for time spent on course development. The funds are intended to be used for air travel, accommodations, per diem costs, and entry to museums, historical sites, etc.

This document provides considerations for faculty and instructors applying for course development grants, it provides steps on how to apply to lead a study abroad course, and the last two pages provide an overview of the [Application for Study Abroad Course Development Google form](#).

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.

#### Steps to apply for the Study Abroad Course Development Grant:

- a) The first step in applying for the grant is attending an information meeting with the Global Engagement Office. Please register for the session you plan to attend by clicking the Zoom link.
  1. GEO Information Session on Study Abroad Development, 11/17, 11-11:45  
<https://uwmadison.zoom.us/meeting/register/tJ0lduqrqT4jHdFnndKdFpnrNd9f7eIVni3w>
  2. GEO Information Session on Study Abroad Development, 11/21, 3-4  
<https://uwmadison.zoom.us/meeting/register/tJYsdOGvqTgoHdc-BWwbzwyIHdPjPQAnSZ10>
  3. GEO Information Session on Study Abroad Development, 12/2, 1-1:45  
<https://uwmadison.zoom.us/meeting/register/tJlpcOiorD0tE9GhHUAxtC5rrVhKJk5eXj>
- b) Following that meeting, you can set-up a meeting with IAP Associate Director Matt Geisler ([matthew.geisler@wisc.edu](mailto:matthew.geisler@wisc.edu)) who supports all new faculty-led study abroad development at UW-Madison.
- c) You can also begin completing the [SOE Application for Study Abroad Course Development grant](#).
- d) Once the Global Engagement Office receives the grant application, the application will be reviewed by the Dean’s Office and the Global Education Committee.
- e) You should receive a response within a month and a half of submission.

The application due dates are listed below. The application is online and can be accessed here:

#### Due dates:

- January 4, 2023
- February 1, 2023

- March 1, 2023
- April 3, 2023

The SoE Business Office distributes this grant funding through payroll or to recipients' departmental accounts. The SoE Global Engagement Office (GEO) can also help with the development of study abroad courses. Please reach out to Aydin Bal ([abal@wisc.edu](mailto:abal@wisc.edu)) or Kate McCleary ([mccleary2@wisc.edu](mailto:mccleary2@wisc.edu)) for assistance.

### **IMPORTANT CONSIDERATIONS FOR APPLICANTS:**

- SoE study abroad course development grants are for up to \$4,000 for site-visit costs plus \$4,000 (salary + fringe) for summer salary per instructor, with grants limited to a maximum of two instructors per course.*
- 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).*
- To be financially feasible, SoE study abroad courses typically need a minimum undergraduate enrollment of 12 students. Depending on enrollment, SoE assumes that each iteration of a study abroad course will be taught by just one instructor.*
- 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.*
- 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.*
- 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, 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, or an existing course that has been significantly reframed to take full advantage of the instructional opportunities (ideas, topics, pedagogies, etc.) afforded by a thoughtfully 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 the subsequent seven years.*

*i. 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 2024, then your first cohort would enroll in your course during Summer 2025 or AY2024-2025.*

*j. If you receive an SoE study abroad course development grant, you must submit your course for approval from your department within 2 semesters of receiving the grant. Your course will then need to be approved by the IAP Faculty Advisory Committee 2-3 semesters prior to its launch. For example, if you receive a course development grant to run a course during Summer 2024, then your course should be submitted for all requisite approvals in Spring 2023 (preferable) or in Fall 2023.*

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

***k. Applicants for SoE study abroad course development grants must first discuss their idea for a course with Matt Geisler, IAP Associate Director for New Programs.***

## **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 and how the new course will complement already existing study abroad programs in the department. For example, the new program could target students within a certain subset of a department or take students to a new region of the world.

### **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 link](#). 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? Summer or Winter
7. What is the total number of weeks for your course, and how many weeks will be spent abroad?
  - a) Some faculty prefer to do pre-work online or inperson in the U.S. prior to travel. This allows students time to prepare and can cut-down on costs. The minimum recommended time onsite is 2-weeks. Having a domestic component is not a requirement.
8. Please provide the name of who will lead this study abroad course if/when you cannot (list one or more other instructors).  
[NAME(S)]
  - 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 (e.g, Summer 2024)?
11. How many years can you/others commit to offering this study abroad course?
12. Who are the target undergraduate students 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. What specific degree requirements, if any, will this study abroad course fulfill (e.g., SoE major requirements, general-education requirements, etc.)?
14. What are the learning goals for your proposed study abroad course (list up to four goals; 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 academic goals that are a 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. When do you plan to use the SoE study abroad course development grant (e.g., Summer 2023, Winter 2024)?

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; salary + fringe)
- b) Estimated site visit costs (maximum \$4,000): These funds may be used for round-trip airfare, ground transport, hotel, meal, supplies and additional expenses such as museum entry fees.

[UPLOAD]

20. If you receive the grant, what is the department account to which the grant should be distributed (e.g. 136-ABC12345)? An account that is able to roll over between fiscal years is preferred.

21. *Question from IAP:* 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. (<https://studyabroad.wisc.edu/commitment-to-diversity/>)

22. *Question from IAP:* 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. (<https://studyabroad.wisc.edu/commitment-to-sustainability/>)