



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 (SoE) 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.

Study abroad or study award programs can be planned for the summer, winter break, or spring break time.

Applicants should consider building a program that has up to two (2) faculty participating in its development. Once the program runs, the expectation would be that only one (1) faculty member travels with the course each year. If there is more than one faculty member (a.k.a. Program Leader – PL), typically the PLs would alternate each year the program is offered. At least one of the faculty members applying should be tenured or tenure-track.

This grant supports a summer salary and fringe of \$4,000 for 9-month appointments for time spent on course development, as well as instructor travel to the program site(s) up to \$4,000 per person (2 faculty maximum). 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 these 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. IAP Associate Director Matt Geisler (matthew.geisler@wisc.edu) is the *first point of contact* for faculty who wish to develop new courses. Matt supports all new faculty-led study abroad development at UW-Madison.

Process:

1. Meet with the GEO Faculty Director (Aydin Bal) or GEO Associate Director (Jamie Welling) to discuss the potential program. To set up a conversation, reach out to GEO at global@education.wisc.edu.
2. Set up an appointment with Matt Geisler, IAP Associate Director at matthew.geisler@wisc.edu to discuss the potential program. This conversation should help in the development of the application.

3. Complete the application proposal and submit it to the SoE Global Engagement Office (GEO).

On average, programs take about 12-14 months to develop and implement. Programs submitted in spring 2024 should anticipate running in 2026. Along the way, GEO and IAP will assist.

The application due dates are listed below. The application is available on the GEO website:

<https://global.education.wisc.edu/department-resources/sadevelopmentgrant/>

Due dates:

- Friday, March 1, 2024
- Monday, April 1, 2024

Proposal Review Process:

Once GEO receives the grant application, it will be reviewed by the Dean's Office and the Global Education Committee (GEC). You should receive a response within a month and a half of submission. You may be asked for additional information during the review process.

The SoE Business Office distributes this grant funding to recipients' departmental accounts in two disbursements. One disbursement for the course development (Summer 2024), and the second for the site visit travel (early 2025).

GEO will continue to work with you throughout the process. Please contact us (global@education.wisc.edu) for assistance.

IMPORTANT CONSIDERATIONS FOR APPLICANTS:

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.

- *SoE study abroad course development grants are for up to \$4,000 for site-visit costs plus \$4,000 (salary + fringe) for summer salary for one (1) instructor/Program Leader (PL). Grants are limited to a maximum of two (2) instructors per course.*
- *SoE requires that each course will have at least two (2) instructors who can teach the content (in case one instructor becomes unavailable). However, only one instructor/PL is expected to teach/travel with the students in a given program year iteration. 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 10-12 students.*

- 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 these grants, “study abroad” means study either (a) outside the United States or (b) within a United States sovereign tribal nation. (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).*

- 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.
- 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.
- 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.
- If you receive a SoE study abroad course development grant, you must submit your course for approval from your department within two 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.

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 weeks of the completion of the trip.

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

In collaboration with Matt Geisler, submit a new program proposal, including a course syllabus, to your department and to the IAP Faculty Advisory Committee. Approval must be granted by both units (University Curriculum Committee through the department and IAP) 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.

- Email address
- First name
- Last name
- What is your position in the UW-Madison School of Education?
 - Faculty
 - Instructional staff
 - Other
- If you answered Other above, please explain.
- What is your School of Education department or program?
- If your department or program was not listed above, please add this information below.

Program Details

- What is the name of your proposed study abroad/study away course?
- What term will this study abroad/study away course take place?
- What is the total number of weeks for your course, and how many weeks will be spent abroad/away? (e.g., 6-week course with 4 weeks spent abroad)
- Please provide the name of who will lead this study abroad course if/when you cannot (list one or more other instructors).
- Is this person, or are these people, also involved in planning the course?
- How often do you/others plan to offer this study abroad/away course?
- If you answered Other to the above question, please explain.
- What term do you/others plan to offer this course for the first time? The earliest possible dates are Winter 2026.
- How many years can you and/or your colleagues commit to offering this study abroad/away course?
- This grant focuses on programs for undergraduate education. Identify who the intended undergraduate students are for this course.
- What other departments or disciplines, if any, might encourage students to take this course? If none, please write N/A.
- Describe the specific degree requirements, if any, that this course will fulfill (e.g., SoE major requirements, general-education requirements, etc.).
- What are the learning goals for your proposed study abroad course (list up to four goals; one sentence each)?
- Describe how this course complements other existing study abroad/away courses in your department, if applicable. 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)
- Would there be any potential for students to stay onsite for internships, volunteering, or other professional development experiences?

Program Location

- What is the destination of this study abroad/study away course (specific country or countries)?
- Have you been to the location?
- 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.

- What is the current US Department of State Travel Advisory Level for your program destination (if abroad)? (Link provided.) What are the major areas of concern reported? If a study away program, please write N/A.
- What is the current Centers for Disease Control Travel Health Notice Level for your program? (Link provided.) What are the major issues of concern reported? If a study away program, please write N/A.
- If a study away program, are there any safety and security concerns to be mindful of in the location? If an abroad program, please write N/A.
- What is/are the predominant language(s) used in the program location?
- Would participants in the program need to have some basic knowledge of a language other than English?
- Would the program require translation services/guides?
- How will you link the culturally unique attributes of your specific location to academic goals that are a part of study abroad/study away experiences such as global citizenship, cultural humility, perspective-taking, intercultural sensitivity, social responsibility, cross-cultural communication, empathy etc.? (max 400 words)

Budget & Budget Justification

- All applicants for SoE study abroad/away course development grants must submit a budget that includes:
 - Summer salary (\$4,000) and
 - Estimated site visit costs (Maximum \$4,000 that may include round-trip airfare, ground transportation, hotel, meals, supplies, guides or interpreters, miscellaneous expenses, etc.)
- If you receive the grant, what is the department account to which the grant funds should be distributed (e.g., 136-ABC12345)? An account that can rollover between fiscal years is preferred. If unsure currently, please write N/A.

International Academic Programs (IAP) Specific Questions

- 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/>)
- 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/>)

Addendums

- All applicants for SoE study abroad/study away course development grants must submit a brief letter or email of support from their department chair. Please upload your chair's letter/email here.
- If you have a draft syllabus, please upload it.
- Are there any other files that you would like to share with us?

Thank you!