

## **04:06:01:00 International Studies Approval Process**

### **Purpose:**

This policy outlines the process by which full-time faculty members at Dyersburg State Community College (DSCC) may apply to participate in study abroad opportunities.

### **Scope:**

This policy applies to full-time faculty members.

### **Policy:**

International education is a priority at DSCC, and proposals for international projects, international travel or international travel/study programs are encouraged. All such proposals must fulfill the goals established by the institution.

International project proposals may take various forms: a cultural activity, internationalizing current course curricula, a field trip, or an international event or guest speaker at a DSCC location. To submit an international project, follow the guidelines outlined below. All proposals and essays must be doubled spaced in 12 point, Times New Roman font.

### **International Studies Project Proposal**

1. Submit a short proposal to the Director of International Studies by October 1 for spring activities and by February 1 for summer or fall activities. The proposal should include:
  - a. A description of the project as well as a list of the goals and objectives for the project
  - b. A detailed outline of the project activities
  - c. If applicable, a list of relevant courses and how the project will emphasize course learning outcomes
2. Explain how the project will enhance international learning and expand knowledge about others.
3. Provide a timeline for the project.
4. Outline the method(s) of assessment that will be used to measure the benefits of the project.
5. Attach a detailed budget request, if applicable.
6. International project proposals will be reviewed for approval by the International Studies Committee.

## **Faculty Travel Scholarship Proposal**

1. Submit a 500 word essay addressing the topic, How I will use my study abroad experience to enhance international learning at DSCC by November 1. The proposal should include:
  - a. A description of the goals and objects for studying abroad.
  - b. A detailed budget request
2. Proposals will be reviewed by the International Studies Director, the Vice President for the College, and the President with awards for successful proposals by December 1.

## **Faculty Travel/Study Proposal Procedure**

1. Submit a proposal during the fall semester for travel/study during the summer after the current academic year.
2. The proposal must be approved by the Division Dean/Assistant Vice President for Learning, the Vice President for the College and the President prior to submission to the Tennessee Consortium for International Study (TnCIS) for approval by the TnCIS Board
3. The proposal should include:
  - c. The course syllabus, including the course description and the learning outcomes as approved by DSCC's Instructional Council;
  - d. A detailed schedule with an outline of the activities that meet the course learning outcomes;
  - e. The travel itinerary, including travel dates, tours to local sites, classroom time, performances, and any other presentations.
4. The faculty member should provide an information packet for each participant including the following:
  - i. Transportation information
  - j. Room and board information
  - k. Safety procedures
  - l. Rules and penalties
  - m. Registration information
  - n. Copies of college forms to be completed prior to departure
  - o. Budget and/or currency information
  - p. Passport and/or visa information
  - q. Medical insurance information
5. Faculty proposing study abroad courses should be knowledgeable of the sites to be visited.
6. Faculty and other participants will attend a DSCC orientation session as well as a TnCIS orientation session in which all pertinent information concerning the travel/study program will be discussed.

### **Compliance:**

Faculty members desiring to participate in study abroad opportunities must comply with this policy.

### **Definitions:**

Full-time faculty – those persons whose appointments are for a complete academic or fiscal year and whose primary assignment is instruction.

## **Revision History:**

Policy written February 2008. Policy revised October 2012; approved by Administrative Council on 12/14/2012.

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**Dyersburg State Community College**

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