

# LAFAYETTE

## OFFICE OF INTERNATIONAL AND OFF-CAMPUS EDUCATION

TO: Full-Time Faculty  
FROM: Rochelle Keesler, Director of International and Off-Campus Education  
DATE: December 2, 2020  
RE: Interim Abroad: January or May/June 2022

The Off-Campus Study Advisory Committee is in the process of planning the 2022 Interim and Summer Off-Campus programs, and to that end invites proposals for new and previously offered interim and summer programs.

The Off-Campus Study Advisory Committee will review proposals at their first spring meeting and will select six or seven courses for the Off-Campus Interim session in January 2022 and two or three for May/June 2022. Successful course proposals will demonstrate the connection between the program itinerary and the course content; include an immersion component such as service learning, field work, host family stay, or other meaningful interaction with locals; and will enhance the diversity of programs offered by Lafayette in terms of subject matter and destinations. Interdisciplinary courses are encouraged.

Interim Off-Campus courses are typically team-taught, preferably by two members of the Lafayette faculty, with each faculty member receiving an overload stipend. Each course involves approximately between three and eight weeks of intensive off-campus study, at an international or domestic location, in January or May/June.

Responsibilities for faculty directors include:

- Development of the course syllabus, program budget (template provided by the Office of International and Off-Campus Education (IOCE)), and program travel itinerary;
- Maintenance of relationships with on-site service providers or in-country contacts and guides as needed;
- Recruitment of students at the Annual Study Abroad fair in the fall semester and holding information sessions as needed;
- Conducting 2-3 program-specific pre-departure meetings with program participants (covering such topics as: program itinerary, course syllabus, assignments, rules and expectations, and specific country information, e.g., cultural considerations, travel visa requirements, currency, banking, communication, health and safety, etiquette, packing tips, etc.);

- Directing the program on the ground and remaining available for the students 24/7 for the entire duration of the program;
- Performing all the administrative duties associated with directing the program in accordance with College-wide financial policies and requirements (i.e., accurate receipt-keeping, timely submission of expense reports, etc.);
- Assisting the IOCE and the Provost office with the assessment of learning objectives and other limited tasks as needed.
- Participation in an IOCE-led faculty leader training prior to departure.

Interim Off-Campus proposals adhere to the following guidelines:

- Support the [Mission of the College](#)
- Foster the following interim program student learning outcomes, which may be in addition to clear program-specific learning outcomes:
  - Identify and explain key aspects of local cultural or historical contexts, socio-political/economic structures and institutions, and/or natural environments and landscapes;
  - Demonstrate the ability to navigate language, cultural or business practices, interpersonal relations and/or problem-solving in local contexts.
- Be of an appropriate duration (a minimum of 17 days on the off-campus site, not including time spent traveling to/from the site).
- Be as cost effective as possible to ensure accessibility to under-represented and lower-income students (per-student program fees currently range between \$4,800-5,800 for 1-credit courses, more for 2-credit courses).
- Be taught by at least one full-time, active faculty member at the College.

If you are interested in offering an Interim Off-campus course in January or May/June 2022, please submit the following to IOCE:

- A completed [course proposal form](#) (for courses not previously approved by CEP or courses previously approved that have undergone significant change since initial approval)
- A course syllabus in Word format, which should include:
  - course objectives
  - learning outcomes (interim and program-specific)
  - academic honesty statement
  - course reading list

- o grading policy
- o description of site-specific activities and resources to be utilized while off-campus.

Note: You **must submit a syllabus whether the course is a new proposal or has been taught in the past**, and both instructors must be identified at the time of the proposal. **Proposals that do not include a syllabus will not be considered.**

- A **preliminary day-by-day program itinerary** (if the course was previously taught, please submit an updated itinerary for 2022).

Proposals should be submitted in electronic format **ONLY** (please save them in Word document format for easy sharing amongst Committee members and copying/pasting of information onto the IOCE website for the purpose of developing the program brochure). Please email your proposal to: keeslerr@lafayette.edu

The deadline for the submission of proposals is **Wednesday, January 15, 2021.**

If a course is selected, the instructors will work with IOCE **over the spring semester and summer break** in order to **develop the budget and plan the program logistics**. Both the budget and the program itinerary will be **finalized by May 2021 for the winter 2022 programs and by June 2021 for the summer 2022 programs**. Failure to adhere to this schedule could result in cancellation of the course.

**Additional resources:**

- For more information about Interim Off-campus programs as it relates to faculty expectations, please visit the webpage of the Office of the Provost at: <http://provost.lafayette.edu/interim-session-programs/>
- To discuss a proposal idea or best practices on program/budget development, please feel free to contact Rochelle Keesler [keeslerr@lafayette.edu](mailto:keeslerr@lafayette.edu).