Questionnaires

Note: this is a read-only view of the questionnaire.

Short-Term Course Proposal_Graduate Application Questions:

(*) Indicates the question is required.

1. Academic Information (*)

Please provide the following details:
a) Course number(s);
b) Course title;
c) Instructor(s) of record;
d) Proposed course location(s).

The Wang Center is happy to assist you with the development of your study away course title.

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2. Is this a new program? (*)

For renewals, how many times has this program been offered in the past?

Please select one ⌄

3. Funding Model (*)

Graduate-level Short-Term Courses follow a different funding model than Undergraduate Short-Term Courses, and thus require additional planning and coordination between the head of the proposing unit (Dean or Chair) and the Wang Center. Has the head of your unit established a plan with the Wang Center for how this program will be funded and how the faculty of record will be paid?

Please select one ⌄

4. Will this course be taught off-campus for the first time? (*)

Please select one ⌄

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5. If this course has been taught off-campus before, will it be taught in the same locations(s)? (*)

Please select one ⌄

6. Faculty Information and Experience (*)

Please provide the following details:
a) Faculty Leader Name
b) Department
c) Faculty Co-Leader Name (if applicable)
d) Department (if applicable)

If this course will be co-taught, what proportion of FTE will be applied to each of the faculty's load?

Please describe employment status for each faculty leader (e.g., is teaching this course part of phased retirement?).

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7. Has the instructor of record led this study away course before? (*)

If Yes, please address the following questions:
a) When did they lead this course?
b) What were the successful elements of this course?
c) What were some challenges?
d) What changes are planned (with regard to course structure, activities, schedule, etc.)?
e) Did the instructor of record or proposing unit receive advice or feedback from the Global Education Committee last time they submitted this course proposal? If Yes, please describe how this has been addressed in the new proposal.

Please select one ⌄

8. Site Visits (*)

If the instructor of record has not led a study away course before, do they plan to make a site visit prior to the start of this course? If Yes, when? How will this be funded?

Please select one ⌄

9. Faculty Leader Experience (previous and planned) (*)

Please indicate:
a) Your prior experience leading groups of students off campus;
b) Your experience with the topic of the proposed course and culture and language of the place where it is being taught;
c) Any prior preparation you plan to do before leading the program.

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10. Has the instructor of record or proposing unit established contacts in the selected program site(s)? (*)

If Yes, please name the contacts and describe your relationship briefly.

Please select one ▾

11. Course Description (*)

Please provide a 100 word course description that will be used for the online brochure page and other marketing purposes.

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12. Course Learning Goals (*)

Using assessable verbs, identify the specific learning goals this course is designed to meet. Include both programmatic learning outcomes from your academic unit (department or school), as well your own course-specific goals.

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13. Study Away Location (*)

Please provide a paragraph that explains how teaching the proposed course in the selected off-campus location enhances the course learning goals you identified in questions 12.

For non-English program destination(s), how do you intend to address language learning? For example, please address how/if students will be encouraged to learn and use basic greetings, courtesy expressions, etc. to communicate with people who do not speak English and/or as a way to show respect for the host culture.

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14. Course Proposal Guidelines and Policies (*)

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Please provide a brief description of how the proposed course meets the guidelines detailed in the 'Short-Term Course Proposal Guidelines and Policies' document. This document can be found in the Signature Documents section of your course proposal application. Please address these specific guidelines in your response:
- Academic Framework
- Engagement of Host Community
- Language and Cultural Activities
- Specific Pre-Travel Considerations
- PLU's Values of Diversity, Social Justice, and Sustainability
- Homestay Experience (if applicable)

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15. Draft Itinerary (*)

Please provide a preliminary course schedule/itinerary.
If you plan to work with a tour operator, please provide a sample or past itinerary.

The itinerary must include expected travel dates, specific regions/locations, type of lodging, mode of intended international and local transportation, etc. Please explicitly identify the risks inherent to your program for the following categories:
o i. Health risks in the locations of travel
o ii. Activities that may put an individual's health at risk
Identify your program's physical requirements along a scale of "regular", "strenuous", or "very strenuous". If "strenuous" or "very strenuous", please list the types of activities that may be expected (hiking, swimming, boating, scuba diving, caving, etc.). Some of the important risks to help identify the physical requirements include, but are not limited to, the altitude(s) of the program; amount of hiking, walking, climbing or swimming; wheelchair/ramp/elevator accessibility; potential for motion sickness; temperature variation; air quality; water/food sources (opportunities for local/adventurous eating); rural vs. urban settings; accommodation type (hotel vs. homestay vs. camping); and exposure to animals.

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16. Required Application Procedures and Orientations (*)

To enhance the safety and quality of Short-Term Study Away courses, the Wang Center requires your participation in all Study Away course pre-departure orientations and that you, in collaboration with the Wang Center Staff, offer NO FEWER than two additional pre-departure orientation sessions.
Do you agree to participate fully and collaborate with the Wang Center staff to make these pre-departure orientations possible?

Please select one ⌄

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17. Additional application procedures (*)

Do you anticipate having additional application procedures for your course such as pre-selection interviews? If Yes, please explain.

Please select one ⌄

18. Program Assistants and Additional Travel Companions (*)

The Wang Center requires that all Program Assistants go through a separate common application ana vetting process. This applies even if the Program Assistants are chosen by the sending unit. Do you anticipate the need for a PLU faculty/staff/administrator Program Assistant? If Yes, please explain.

Please select one ⌄

19. Essential or Non-Essential Adults (*)

Do you plan to include other essential or non-essential adults in your program? If Yes, please review the 'Policies and Guidelines: Essential and Non-Essential Accompanying Adults and Minors in PLU Short-Term Study Away Courses' (page 3 of the 'Short-Term Course Proposal Guidelines and Policies' document, located in the Materials section of your course proposal application) and provide a brief description of your plans in this regard.

Please select one ⌄

20. Minors (*)

Do you plan to travel with minors? If Yes, please review the 'Policies and Guidelines: Essential and Non-Essential Accompanying Adults and Minors in PLU Short-Term Study Away Courses' (page 3 of the 'Short-Term Course Proposal Guidelines and Policies' document, located in the Materials section of your course proposal application) and provide a brief description of your plans in this regard.

Please select one ⌄

Cancel

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