

✔ You are viewing the current version (version #72) of *Short-Term Course Proposal: Undergraduate Application Questions*.

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

Short-Term Course Proposal: Undergraduate Application Questions:

Instructions:

NOTE: Session will time out at 60 minutes.

(*) 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).

For the course title, please consider something that would be appealing to students from a marketing and recruitment perspective. 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. 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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4. Have you led this study away course before? (*)

If Yes, please address the following questions:

- a) When did you lead this course?
- b) What were the successful elements of this course?
- c) What were some challenges?
- d) What changes are you planning (with regard to course structure, activities, schedule, etc.)?
- e) Were you offered advice or feedback on your course (from the Wang Center, Global Education Advisory Committee, etc.) since you last submitted this course proposal? If Yes, please describe how you have addressed these in the new proposal.**

Please select one ▼

5. Site Visits (*)

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

NOTE: There are limited funds available for planning grants. Please contact olsencd@plu.edu for more information.

Please select one ▼

6. 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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7. Have you established contacts in your selected program site(s)? (*)

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

Please select one ▼

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

Please select one ▼

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

Please select one ▼

10. What university program requirements will your course fulfill? (*)

Please confirm attributes with the Registrar's Office and check all that apply:

Department Credit
General Education Elements
Interdisciplinary Program Credit (CHSP, ENVT, GLST, GSRS, HGST, INOV, NAIS, PPAP)
Other (elective, independent study, International Honors, First Year Experience)

11. If your course will fulfill General Education requirements, please list which requirements. (*)

Otherwise, please write "N/A". You can find the General Education requirements [here \(https://www.plu.edu/general-education/general-education-learning-outcomes/\)](https://www.plu.edu/general-education/general-education-learning-outcomes/).

12. If your course will fulfill Interdisciplinary Program credit, please list which program. (*)

Otherwise, please write "N/A".

13. If your course will fulfill other program requirements (e.g. IHON, FYEP), please list which program. (*)

Otherwise, please write "N/A".

14. Course Description (*)

Please provide a 100 word course description that will be used for the online brochure page and other marketing purposes. Additionally, please provide a brief response (no more than 3 sentences) to this prompt, "Why study X in place Y?", that the Wang Center will use for marketing purposes.

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15. 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. If the course counts for general education, the proposal must demonstrate how all relevant **General Education Learning Outcomes** (<https://www.plu.edu/general-education/general-education-learning-outcomes/>) will be delivered and assessed.

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16. 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 question 15.

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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17. Scope of Course Project(s) (*)

Does any project in your course involve the interviewing of, the completion of a questionnaire by, or the collection of other data from human subjects in any way?

Please select one ▼

18. HPRB Approval (*)

You may need to obtain permission from the **PLU Human Participants Review Board (HPRB)** (<https://www.plu.edu/hprb/>) to conduct research with human subjects. Do you agree to consult with HPRB to secure any necessary approval for data collection at least one month prior to your course start date? (If you have already consulted with HPRB, please select Yes.)

Please select one ▼

19. Local Human Research Board Approval (*)

You may also need to obtain permission from a local human research board in your program location. Do you agree to investigate if local approval is needed and secure approval at least one month prior to your course start date? (If you have already consulted with a local human research board, please select Yes.)

Please select one ▼

20. Course Proposal Guidelines and Policies: Academic Framework (*)

In questions 20–25, please provide a brief description of how the proposed course meets the guidelines detailed in the **Short-Term Course Proposal Guidelines and Policies** (<https://www.plu.edu/wang-center/documents/short-term-study-away-course-proposal-guidelines-and-policies/>) document. This document can also be found in the Signature Documents section of your course proposal application.

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21. Course Proposal Guidelines and Policies: Engagement of Host Community (*)

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22. Course Proposal Guidelines and Policies: Language and Cultural Activities (*)

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23. Course Proposal Guidelines and Policies: Diversity, Social Justice, and Sustainability (*)

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24. Course Proposal Guidelines and Policies: Specific Pre-Travel Considerations (*)

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25. Course Proposal Guidelines and Policies: Homestay Experience (if applicable) (*)

If your program will not include a homestay experience, please write "N/A".

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26. 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.

Sample course itineraries can be found in this [folder](#)

(<https://drive.google.com/drive/folders/1IfTy14A3dunOIZPVTwopBhRKGQIC5Otw?usp=sharing>).

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27. Potential Risks (*)

Please explicitly identify the risks inherent to your program for the following categories: i. Health risks in the locations of travel; ii. Activities that may put an individual's health at risk

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28. Physical Requirements (*)

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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29. 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 three 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 ▼

30. 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 ▼

31. PROGRAM ASSISTANTS AND ADDITIONAL TRAVEL COMPANIONS (*)

PLU offers a professional development opportunity for faculty/staff/administrators that wish to serve as a Program Assistant with a short-term study away course. The selection process takes several months. The Wang Center sends a campus-wide announcement for this opportunity each year in May. Understanding your needs in advance will help with planning. Do you anticipate the need for a PLU faculty/staff/administrator Program Assistant? If Yes, please explain.

Please select one ▼

32. Essential or non-essential adults (*)

Do you plan to include other essential or non-essential adults in your program? If Yes, please review the **[PLU Policy & Guidelines for Accompanying Persons \(https://www.plu.edu/wang-center/documents/plu-policy-guidelines-for-accompanying-persons/\)](https://www.plu.edu/wang-center/documents/plu-policy-guidelines-for-accompanying-persons/)** document and provide a brief description of your plans in this regard.

Please select one ▼

33. Minors (*)

Do you plan to travel with minors? If Yes, please review the **[PLU Policy & Guidelines for Accompanying Persons \(https://www.plu.edu/wang-center/documents/plu-policy-guidelines-for-accompanying-persons/\)](https://www.plu.edu/wang-center/documents/plu-policy-guidelines-for-accompanying-persons/)** document and provide a brief description of your plans in this regard.

Please select one ▼