

# ARCADIA UNIVERSITY

## ***Instructions for Global Field Study Course Proposal***

1. **Approvals:** Name of primary proposer and home department (as well as co-proposer if applicable); signature of home department Chair for both the proposer and co-proposer. This approval *pertains to running the course for the semester indicated* on your application. An additional leadership recommendation form will be required if your course is approved. **Please Note:** If your course explores content that is outside of your department, you must consult with and seek approval from the department into which your content extends.
2. **Proposer:** Name of faculty/staff submitting proposal.
3. **Department:** Name of proposer's home department.
4. **Co-Faculty (paid):** Name of second teaching faculty/staff member.
5. **Department:** Name of co-faculty's home department.
6. **Co-Leader (unpaid):** Name of proposed non-teaching co-leader for field study.
7. **Department:** Name of co-leader's home department.
8. **Course Title:** Name of proposed course.
9. **Travel Destination(s):** Proposed location(s) included for field study.
10. **Budget\*:** Estimated total cost for field study. Please use GFS budget template and be as detailed as possible. The more details you provide, the better we can accurately advertise the cost to students. Include the following expenses: airfare, airport transfer, accommodations, programming/activities, in-country ground transport, food (if included in student fee), Visas, if applicable. If you have run the course before, please feel free to use recent expenses as estimates.

\*Please budget for at least 15 students

12. **Proposed Travel Dates:** Suggested start and end dates for field study.
13. **Proposed Course Dates:** Start and end dates for the course. Note submission of final grades is usually 3 days following the course end date.
14. **Credits:** Number of credits to be awarded. The usual number of credits is 4 for undergraduate courses and 3 for graduate. GFS courses can run as both UG and Graduate courses with appropriate differentiated requirements and assignments.
15. **Estimated Total Contact Hours:** Estimated number of engaged contact hours, between classroom time in Glenside and hours during field study off campus is 46.7 hours between the course and the travel.
16. **Semester course is to be offered:** Indicate the semester in which you intend for the course to run.
17. **Intended Participants:** Will the course be open to undergraduates, graduate students or both? Course proposal must include differentiated academic expectations for graduate students if being offered to both UG and graduate students.
18. **Maximum Number of Students:** The maximum number of students you will accept into your course.
19. **Will you accept sophomores?:** Sophomores are allowed to register for 300-level courses with the approval of their advisor and the instructor. Are you willing to accept sophomores into your course?
20. **Preferred class meeting day and time:** Be conscious of how the timing of the course may impact enrollment. Also consider the times of other GFS courses originating in your department.
21. **Are you interested in having your course meet a certain AUC designation?:** Please check those designations that you are interested in. Instructors will need to follow Academics Committee policy to seek approval for AUC designations.
22. **Field Study Details:** See instructions on application form.
23. **Course Description:** See instructions on application form.
24. **Course Marketing Strategy:** See instructions on application form.
25. **Proposer, Co-Faculty, and Co-Leader Expertise:** See instructions on application form.

**27. Learning Outcomes and/or Expected Student Competencies:** See instructions on application form.

Please note that all course destinations will be considered for health and safety considerations, according to best practices in education abroad.

Questions and completed proposals should be directed to:  
Cheryl Lewis ([lewisc01@arcadia.edu](mailto:lewisc01@arcadia.edu))