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<http://fluidsurveys.com/s/faculty-led-proposal/642e2b62169e95d3927ce6fede5844101af28e08/>

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## Introduction

### Education Abroad Faculty-Led Program Proposal

Thank you for your interest in directing an education abroad faculty-led program! The Kennesaw State University Education Abroad Office would like to invite all full-time faculty to support the university's goal of internationalization through global engagement and overseas learning experiences.

## Annual Submission Deadlines

**August 1st:** For all education abroad faculty-led programs (for the following year)

## Review Process

Prior to completing an education abroad faculty-led program proposal, be sure to obtain the proper departmental permissions. For more information, please refer to [ link ].

The Education Abroad Advisory Committee of the Faculty Senate will review all proposals submitted for approval. Program directors will be notified via email of the committee's decision. For a list of current committee members, please refer to the Division of Global Affairs website.

## Proposal Form

In order to propose an education abroad faculty-led program, please designate the appropriate form below and click "Submit." Detailed information regarding each submission type will appear once you make a selection.

Please select the appropriate proposal form.

*New education abroad faculty-led program proposal*

**New education abroad faculty-led program proposal:** This form is for first-time program directors and full-time faculty interested in creating a new education abroad faculty-led program. Program directors for all new education abroad faculty-led programs must first meet with the Director of Education Abroad Exchange Programs prior to submitting their proposal to the Education Abroad Office. Please call (470) 578-6336 for more information.

## New Education Abroad Faculty-Led Program Proposal

### New Education Abroad Faculty-Led Program Proposal

Directions: The Education Abroad Office invites full-time faculty to complete and submit this proposal in order to direct a Faculty-Led Education Abroad Program. After completing your college's internal education abroad program review process, new education abroad program directors should meet with the Director of Education Abroad Exchanges prior to starting an education abroad faculty-led program proposal.

The new education abroad faculty-led program proposal form contains five sections: Faculty Profile, Program Overview, Program Administration, Program Acknowledgments and Required Document Attachments.

Please save your responses at regular intervals by selecting the SAVE button at the bottom of the application in order to prevent data loss. You may also select the PDF button to save or print a PDF version of your application at any point. **While only completed electronic submissions will be considered in the proposal review process, the Education Abroad Office highly encourages program directors to keep a PDF version of their proposal for future reference. Note: Completed submissions cannot be unreceived.**

If you encounter technical difficulties with or have questions pertaining to the application itself, please contact Tara McDuffie at [trolle2@kennesaw.edu](mailto:trolle2@kennesaw.edu) or (470) 578-2672 for assistance. For questions regarding program development and proposal content, please email [eaoproposals@kennesaw.edu](mailto:eaoproposals@kennesaw.edu). For additional assistance in the proposal process, please see the Education Abroad Office website for resources or you may consult with your appointed Education Abroad Advisor.

Please indicate your program title as you would like it to appear in all publications and on the Education Abroad Office website.

*There and Back Again: Experiencing the Cultural and Political Climate of Middle Earth*

# New Education Abroad Faculty-Led Program Proposal Section 1

## New Education Abroad Faculty-Led Program Proposal

### **Section 1: Faculty Profile**

#### Program Director

a. Please provide your full legal name.

*Scrappy T. Owl, PhD*

b. Please provide your KSU email address.

*sowl@kennesaw.edu*

c. Please enter your direct KSU phone number.

*470-578-2416*

d. Please enter a home, cell phone or other additional contact number.

*123-456-7890*

e. Please select your primary collegiate affiliation.

*College of Humanities and Social Sciences*

f. Please indicate your primary departmental affiliation(s).

*Department of Middle Earth Studies*

g. Have you ever been convicted of a crime other than a minor traffic offense or do you have any pending criminal charges against you?

*No*

h. Have you been subject to any university disciplinary sanctions or are you currently facing accusations of professional misconduct?

No

i. Do you have any participating faculty or staff accompanying your program?

Yes

Participating Faculty

a. Please provide the full legal name(s), email address(es) and work number(s) of any accompanying faculty or staff.

*Dr. Stephen Tiberius Colbert, DFA  
Associate Professor of Middle Earth Politics  
470-578-2416  
scolbert@kennesaw.edu*

b. Please enter the collegiate and departmental affiliation of any accompanying faculty or staff.

*College of Humanities & Social Sciences  
Department of Middle Earth Studies*

c. To the best of your knowledge, have any of the faculty or staff accompanying you ever been convicted of a crime other than a minor traffic offense or have any pending criminal charges against them?

No

d. To the best of your knowledge, have any of the faculty or staff accompanying you been subject to any university disciplinary sanctions or are currently facing accusations of professional misconduct?

No

## New Education Abroad Faculty-Led Program Proposal Section 2

### New Education Abroad Faculty-Led Program Proposal

#### **Section 2: Program Overview**

##### Program Location(s)

Please list all countries and cities in which this program will take place.

*This education abroad experience will take place in the following countries/cities:*

- Gondor (Minas Tirith and Osgiliath)
- Rohan (Helms Deep and Edoras)
- Eriador (Rivendell, Moria, the Shire and Bree)

##### Program Dates

Start Date:

2015-05-07 00:00:00

End Date:

2015-06-01 00:00:00

Please enter additional relevant program dates which you would like the Education Abroad Office to be aware of (orientations, class meetings, college fairs, info sessions, etc.).

- Pre-departure Orientation 1: March 8, 2015*
- Pre-departure Orientation 2: April 24, 2015*
- Pre-departure Orientation 3: May 2, 2015*
- Post-trip Orientation/Debriefing: June 20, 2015*

##### Program Description

Please enter a concise overview of your program as you would like it to appear in publications and on the Education Abroad Office website. Consider including the goals and intended outcomes for the students, any locations that will be visited during the trip, cultural activities, housing accommodations and any other program highlights. (500 words max)

*Students will participate in a three-week immersion program in Middle Earth, where they will experience and stay amongst the various peoples and cultures of Gondor, Rohan and Eriador. Participants will study the political systems in place in these countries, as well as the culture. Additionally, students will have the unique experience to partake in Elrond's Council and witness the diplomacy of Middle Earth first hand.*

*Students will also have the opportunity to complete community service on behalf of the stateless individuals and those asylees and refugees of the War of the Ring. In Rohan, program participants will serve meals to these individuals at the Meduseld and also assist Hobbitat for Humanity in the construction of housing for this underserved population.*

## Program Learning Goals

Please enter information relevant to the learning goals for the program and its associated coursework. (300 words max)

*Kennesaw State University is committed to expanding its international outreach in addition to providing its students with a global outlook by means of an international education. This program supports KSU's Quality Enhancement Program (QEP) by promoting and expanding internationalization amongst students, faculty and staff. These goals are also at the heart of the Department of Middle Earth Studies, which aims to foster an appreciation of Middle Earth in its students and faculty.*

## Program Coursework

a. Please list all course prefixes, numbers, titles and credit hours that will be offered as well as any prerequisites required.

*ANTH 4490 : An Introduction to Middle Earth Cultures, 3 credit hours*

*POLS 4490 : Political Systems and Security Issues in Middle Earth, 3 credit hours*

*No course prerequisites are required, however participating students must be in good standing (2.0 GPA for undergraduate, 3.0 GPA for graduate students) and must meet with their advisor prior to applying for this program.*

b. Indicate how many courses each student may take and the maximum number of credit hours students will be permitted to take.

*For example: Each student must take 6 credit hours.*

*- or -*

*Each student must take 6 credit hours with the option to take an additional 3 credit hours for a total of 9 possible hours.*

*Two 3-credit hour courses for a total of 6-credit hours will be mandatory for all participating students.*

## Relevant Experience

For each participating faculty member, please briefly describe any familiarity with the country/region in which the program will be traveling to in addition to any professional experience that makes each faculty member a compelling candidate for this program. Please also indicate if you have conducted a formal site visit to the country/region or plan to do so before the program is offered. (500 words max)

*During his time at Kennesaw State University, Scrappy T. Owl has been regarded as KSU's reigning expert on Middle Earth Culture. He has traveled extensively, both globally and in the region, and has managed several study abroad in the past.*

*Dr. Stephen Tiberius Colbert, DFA made a cameo appearance in Peter Jackson's "The Hobbit: Desolation of Smaug" due to his experience and familiarity with Middle Earth. Stephen reads Elvish. He also hosted a nightly news show where, as a pundit, he discussed topical world events.*

## New Education Abroad Faculty-Led Program Proposal Section 3

### New Education Abroad Faculty-Led Program Proposal

#### **Section 3: Program Administration**

##### Budget

Will your program's budget be managed by the Education Abroad Office?

*Yes*

##### Faculty Compensation

a. Please indicate your faculty status (9/10 month or 12 month).

*9/10 month*

Please indicate the faculty status of any accompanying faculty.

*Dr. Colbert - 9/10 month*

b. Eligible faculty will be compensated at a salary rate of \$165 per credit hour taught during the program.

*Acknowledged*

Please describe how faculty salary will be split amongst all participating faculty.

*Salary funds generated from ANTH4490 will go to Scrappy T. Owl, Phd while those associated with POLS4490 will be appropriated to Dr. Stephen Tiberius Colbert, DFA.*

c. Will your program be using an alternative faculty salary source?

*No*

##### Director's Fee

Faculty directors are eligible to allocate up to \$100 per student as a director's fee.

*Acknowledged*

Please describe how director's fee will be split amongst all participating faculty.

*50/50 split between the two faculty*

## Student Recruitment

Please briefly describe your general approach and individual techniques in order to successfully recruit students to participate in your program. (300 words max)

*Both professors will actively engage students through participation in the Annual Education Abroad Fair, the College of Humanities and Social Sciences education abroad fair, as well as utilizing class visits and info sessions. Strategic online social media, marketing and email campaigns will also be employed.*

## Housing

Please briefly describe all housing accommodations that will be utilized on this program. (300 words max)

*While in Gondor, students will stay in The Old Guesthouse hotel and lodging where rooms have two twin beds and a shared bathroom. Similarly in Edoras, the students will stay in Edoras Inn also with double occupancy twin bed rooms featuring a shared bathroom.*

*In Rivendell, dormitory accommodations will be provided by The Last Homely House. Dormitories will be suite style with 4 students per suite. Students will share a room with twin beds and a shared bathroom, and each suite will share a common area.*

*During their time in Moria and The Shire, students will stay in homestays coordinated by Fellowship of the Realm. There will be 2 students per family, and the bedroom/bathroom situation will vary depending on host family. Students will be notified of their host family placement in advance of departure.*

*Finally, in Bree, student will again stay at The Prancing Pony, a local inn, where rooms have two twin beds and a shared bathroom.*

## Transportation

Please briefly describe all transportation arrangements that will be utilized on this program. (300 words max)

*Students will be flying Delta to and from Middle Earth. In country, students will utilize Great Eagle Rental for local transportation, which is vetted by Tolkien Tours, Inc.*

## In-Country Contacts

a. Please provide the full legal name, email address, phone number and local address of your in-country contact.

*Elrond Peredhil  
phone: (123) 456-7890 x1234  
email: eperedhil@discoverrivendell.org*

*The Last Homely House  
East of the Sea  
Imladris, Eriador*



b. Please describe any relevant details regarding your in-country contact's involvement or relationship with you and the program. (300 words max)

*Elrond Peredhil will host the students at The Last Homely House, where much of the program will take place. He has also graciously opened his halls to Kennesaw State University students and will allow them to attend a Council Meeting in order to experience diplomacy in action firsthand.*

c. Do you have any additional in-country contacts?

*Yes*

d. Please provide contact information for your additional in-country contact(s).

*Bilbo Baggins  
phone: (987) 654-3210  
email: bbaggins@fellowshipoftherealm.org  
Bag End, Bagshot Row  
Hobbiton, The Shire  
Eriador, Middle Earth*

*John Doe  
Travel Agent  
phone: (555) 555-5555  
johndoe@tolkienttours.com  
Tolkien Tours, Inc.  
555 Street Address  
City, State 55555*

## New Education Abroad Faculty-Led Program Proposal Section 4

### New Education Abroad Faculty-Led Program Proposal

#### **Section 4: Program Acknowledgements**

##### College Approval

Faculty directors of new programs must have had their proposal reviewed and approved by their corresponding College Committee prior to proposal submission and approval.

*Acknowledged*

##### EAO Approval

Faculty directors of new programs must meet with the Director of Education Abroad Exchanges to discuss their program prior to proposal submission and approval.

*Acknowledged*

##### Pre-departure Orientations

Faculty directors must offer a minimum of two orientations for students prior to program departure.

*Acknowledged*

##### Post-program Debriefing

Faculty directors must offer a minimum of one debriefing for students after the program has ended.

*Acknowledged*

##### Faculty Training Sessions

Faculty must complete all required Faculty Training Sessions before leading their education abroad program.

*Acknowledged*

##### Safety Liability Protocols

Faculty must adhere to all Education Abroad Office safety and liability protocols.

*Acknowledged*

##### Deadlines

Faculty must adhere to all Education Abroad Office deadlines.

*Acknowledged*

## Course Syllabi

Faculty must utilize syllabi that have gone through the proper approval channels and are in full compliance with all university and USG Board of Regents policies regarding curriculum.

- All syllabi must include the standard KSU course policy verbiage related to attendance, classroom etiquette, academic integrity, academic honesty, plagiarism and cheating, and accessibility and compliance.
- Faculty must provide any and all department-approved syllabi relevant to the education abroad program to the program's assigned Education Abroad Office **prior to** the launch of the education abroad program's online application.

*Acknowledged*

## Contact Hours

The USG Board of Regents requires 37.5 contact hours for every 3 credit hour course, following the standard of campus classroom hours. Faculty must abide by the minimum contact hours terms set forth by the USG Board of Regents. The criteria for contact hours as set forth by the Education Abroad Office are non-negotiable and faculty must adhere to these regulations as they relate to students, the program and EAO.

- If formal classroom contact hours are less than 37.5 on a study abroad program, these hours can be supplemented with excursions and/or other experiential educational activities.
- Experiential hours, such as visiting a museum or community service activities should be related to the learning objectives of the program and are counted at half-time. Experiential cultural excursion hours should not constitute more than half of the total contact hours for any course.
- Contact hours cannot be simultaneously counted towards more than one class.
- If your program has a community service component incorporated into the itinerary, you must complete a specific number of service hours while in country (please refer to your service learning component application for the required number of hours). These hours can be counted as experiential hours.

*Acknowledged*

## New Education Abroad Faculty-Led Program Proposal Section 5

### New Education Abroad Faculty-Led Program Proposal

#### **Section 5: Required Document Attachments**

##### Program Budget

Please attach a completed Program Budget Form for your program.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-f76itN04pu/Middle%20Earth%20Budget%202015.xlsx>

##### Program Itinerary

Please attach a completed Program Itinerary Form for your program.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-XzIk0DPI72/Middle%20Earth%20Itinerary.pdf>

##### Health Safety

Please attach a completed Health Safety form specifically for your program.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-cMUrzpmgtl/Middle%20Earth%20Safety%20and%20Medical%20Handout.docx>

##### Letter of Support

Please attach a letter of support from your department chair for your role in the program.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-J6nRI2bpsL/support%20letter.docx>

##### Participating Faculty Letter of Support

Please attach a letter of support for each participating faculty or staff. If more than three files, please combine into a unified document.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-yxNsOBHtzi/support%20letter.docx>

(No response)

(No response)

##### Faculty Responsibilities

Please attach a signed Faculty Responsibilities Form for you and any participating faculty or staff, if applicable. If more than three files, please combine into a unified document.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-5aaEN5lgSe/POLS4490%20Faculty%20Responsibilities.docx>

(No response)

(No response)

### Local Partner Support Agreement Form

Please attach a Local Partner Support Agreement Form for your program, if applicable.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-U9JkUEN6bD/Last%20Homely%20House%20Support%20Agreement.doc>

### Community Service Application Form

If you wish to incorporate a community service project into your program, please attach a Community Service Application for Education Abroad Programs Form.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-8TFsFpcgNI/GLS%20Community%20Service%20Application.docx>

### Vendor Quotes

Please attach all relevant vendor quotes for your program. If more than three files, please combine into a unified document.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-gM8RXvYPUE/combined%20vendor%20quotes.pdf>

(No response)

(No response)

### Additional Documentation

Please attach any other supporting documents that you feel are relevant to your proposal.

<http://fluidsurveys.com/media/assets/survey-uploads/729274/88170519-Pzx8vRpGxB/Additional%20Documents.pdf>

I certify that my submission is accurate to the best of my knowledge. I also agree to communicate any modifications to the above proposed program in writing to the Education Abroad Office in a timely manner.

S crappy T.O<sup>wh</sup>

Please be sure to save a PDF version of your proposal for your records.