Global Experiential Learning & Teaching (GELT) Wintersession Guidelines

Submission Deadline: March 25, 2016

The GELT Wintersession grant provides funds for a destination course outside the continental United States during Brown’s Wintersession. Such courses must constitute at least 48 contact hours of instruction, typically over the course of 7-12 days.

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Eligibility
Regular and non-regular members of the Brown faculty who have led education abroad courses in the country in which the proposed GELT project will travel, and who benefit from an established relationship with colleagues at a university, cultural/historical organization, NGO, for-profit, or government entity in said country.

Structure
The GELT program offers the following support for destination courses:

- **Course development:** up to $4,000 to support the development of a new wintersession course
- **Course travel:** up to $35,000 to support travel, accommodations, and related costs, for 1 faculty member and up to 12 Brown undergraduates during Wintersession

Application Process
Instructors wishing to teach Wintersession Destination Courses must complete 1) a Wintersession COURSE PROPOSAL FORM and 2) the GELT WINTERSESSION APPLICATION to support travel in UFUNDS.
Proposal Requirements:

Applications for Wintersession Destination Course grants must include 1) Course Proposal Form and 2) the GELT Wintersession Application, both available in UFUNDS (http://apps.college.brown.edu/UFUNDS).

Wintersession applicants must submit:

I. Course Proposal Form

A) Course Basics:

- Potential course title;

- Format/mode of delivery (on-campus, partially or entirely online, destination course)

B) Course Description (2 pages), including:

- A sense of your pedagogical approach and why the wintersession time frame is particularly useful;

- The kinds of materials upon which you’ll be drawing;

- The types of assessments you will assign.

- How do you plan to reach the required 48 contact hours?

II. GELT Wintersession Application

A) Narrative Description (2-4 pages):

- Course title;

- Describe how the course will be structured and discuss the expectations and goals for the education abroad travel component;

- Indicate the procedure for evaluating and selecting prospective student participants;

- Address any travel and safety concerns related to the study abroad destination you propose and indicate the steps you will take to ensure the safety of participating students;

- Provide details of prior experience leading students on an education abroad program, particularly in the proposed destination.

B) Course Schedule: upload a detailed syllabus with the travel component included. Indicate the term the course will be offered, as well as duration of proposed travel and specific sites.

C) CV and evidence of previous work in the region/country where travel component will occur.
D) Letters of support:

- Provide a letter of endorsement from one of the following: department chair /Center or institute Director. If you are the chair of the center or department, provide a letter from your supervisor. If additional funding is obtained from another office at Brown, include commitment of financial support in the letter;

- Provide a letter from the university, cultural/historical organization, NGO, for-profit, or government entity abroad that demonstrates evidence of prior collaboration; letter may be from a faculty member or administrator at said institution.

E) Detailed Budget, including:

- Curriculum Development expenses and a timeline: purchase of materials related to development of course (max $4000).

- Course travel: estimated cost of transportation: round-trip airfare and ground transportation in-country;

- Estimated cost of supplemental health insurance provided by HTH Worldwide Insurance Services;

- If hotel accommodations are used, provide URL and cost per night as well as the duration of the stay;

- Meals: provide per diem cost and total cost for entire duration of the travel portion of the course.

**FAQs**

- **Wintersession courses, capstones, and advanced seminars are generally capped at 20 students; this grant opportunity allows for up to 12 students to participate. How can I still offer the proposed course and cap at 12 students?**
  This grant opportunity is a pilot program aimed at promoting innovative teaching and enhancing the Brown curriculum; as a result, the Dean of the College will cap GELT courses during fall, spring, and wintersession at 12 students.

- **I would like to propose a course but would benefit from having an assistant help with the logistics, etc....is this acceptable?**
  The GELT program does not provide funding for an assistant. However, faculty members are welcome to seek support from their department or other sources and include this information in the application.

- **When can travel take place?**
  Travel for Wintersession courses can begin as early as January 2 and run through January 23. There may be an online component to the course that can begin as early as December 22.
Who will review the proposals?

Proposals will be reviewed by the GELT committee that reviews traditional fall and spring courses. It is a committee comprised of faculty members from a range of academic disciplines and two administrators. Criteria for review will coincide with the proposal requirements noted in the RFP.

May I receive assistance with the planning and logistics of the travel abroad component?

Brown University’s preferred travel provider, FCM Travel, can assist with the travel logistics (flights, accommodations, etc.) for your group. Additionally, the Office of International Programs (OIP) will provide you with valuable information about how to prepare a well-planned and delivered pre-departure orientation, health and safety issues while abroad and emergency protocols. All Brown students and faculty who participate in a Brown-funded or Brown credit-bearing program are required to register with International SOS Global Medical and Security Assistance to be covered for wide of array of situations while abroad. International SOS provides information and emergency services ranging from telephone advice and referrals to full-scale evacuation by private air ambulance. In addition, all students will be required to sign a travel waiver provided by the Dean of the College office and the Office of the General Counsel.

Are students required to travel if they are registered and accepted to participate in the course?

Yes, given the enrollment cap that the international component is an integral part of the experience, students are required to participate in the education abroad experience.

If I receive a GELT Wintersession Grant for a destination course this year, am I eligible to apply at the next deadline?

Yes. Given the resources required to successfully execute a destination course of this kind, we would be happy to support repeated course offerings to the extent our resources allow.