

August 18, 2006

MEMORANDUM

TO: Faculty Colleagues

FR: Paul Reichardt

RE: Call for Proposals—Enhancing International Learning

This memorandum confirms an announcement from Interim Vice President for Academic Affairs Julianne Maher to the faculty dated February 23, 2006. A donation of \$15,000 has enabled the College to support faculty programs designed to enhance international learning on the part of Muskingum students. This is the second year of a three-year grant initiative.

Proposals for funding may:

- Be curricular or co-curricular in nature
- Come from any academic area
- Be individual or collaborative projects

The following list of topics will serve as the format for proposals. An outline of the format is attached. Proposals will be evaluated on the extent to which each topic is completely and coherently addressed:

- **Significance:** What is the extent of the program's impact on students, the curriculum, and the campus?
- **Sustainability:** Is the program capable of making a lasting effect on the curriculum and/or the campus?
- **Feasibility:** Can the program be implemented successfully? A draft of the program's itinerary must be included with the proposal.
- **Learning Goals:** What are students expected to learn from the program and how will this learning be assessed? Be as specific as possible.
- **Budget Projection:** What is the estimated cost to students for participation in the program? What is the amount of College subsidy required to make the program affordable to students?
- **Safety and Security:** Does the proposal demonstrate that adequate measures will be taken to ensure the safety of students? Are there contingency plans in case the program's itinerary is disrupted?

**Deadline for submission of proposals is Friday, October 6<sup>th</sup>. Announcement of proposals selected for funding will be made no later than Friday, October 20<sup>th</sup>. Normally, the maximum allocation for individual proposals is \$2,000 and the maximum for collaborative proposals is \$4,000.**

## **ENHANCING INTERNATIONAL LEARNING GRANTS**

### **Proposal Format**

- 1. Name(s) and department(s) of faculty proposing the program**
- 2. Title and brief description (one paragraph) of the program**
- 3. What is the significance of proposal to students, curriculum, and campus?**
- 4. In what ways can this program make a continuing contribution to the College's curriculum and/or campus learning environment?**
- 5. What is the program's travel itinerary or plan of action (if no travel is involved)?**
- 6. What are the intended learning goals for students who participate in the program?**
- 7. What is the projected cost of the program to each student? What is the amount of the College's subsidy requested by the proposal? (NOTE: \$2,000 maximum for one faculty sponsor; \$4,000 maximum for two or more faculty sponsors)**
- 8. What planning steps have been taken to ensure the safety and security of students who participate in the program?**

**Suggested length of proposals: 3-4 single-spaced pages**

**Deadline for submitting proposals to the Office of Academic Affairs:**

**Friday, October 6<sup>th</sup>.**