**CSU in Oxford Summer 2020**

**Study Abroad Program**

**Faculty Teaching Application**

Applicants must submit a completed application with the applicant, department chair and dean’s signatures, current curriculum vitae, course proposal and draft syllabus to the Center for Global Engagement.  **Deadline for submitting applications is 12 April 2019.**

**Program Description:**

* The program is based in Oxford, England. The faculty member and students reside in furnished rooms in CSU’s Spencer House.  Most students reside in double rooms with full bath while the faculty member usually has his/her own en suite room.  No meals are provided by the program but students and faculty have access to a very nice kitchen and dining room.
* The plans are for three consecutive two-week programs during the summer.  It is anticipated that each program will consist of 7-8 students, one faculty instructor, and one faculty/staff site director.
* Faculty members teach one three-credit-hour course. Each three-hour course will meet in formal class sessions before departing for Oxford.  There will be one-day orientation in April that includes a 2 ½ hour class session.  Faculty may wish to have another class session before the program begins but keep in mind the difficulties this may pose to students outside Columbus.
* Total contact time for a three-credit course is 37.5 hours.  A good rule of thumb is to devote 50%-65% (19-25 hours) to classroom activities.  The pre-departure class meetings of 2.5-4 hours count toward the total.  The remaining classroom contact time in Oxford should be allocated to 3-4 hours of class per day, during 6 or 7 days spread throughout the program.  Classroom activities at CSU and Oxford should total 19-25 hours.
* Additional contact hours in Oxford should be devoted to field trips carefully designed to achieve the learning outcomes.  These field trips conducted at least twice weekly will take approximately 25-30 hours.  Calculating field trip time at ½ the rate of regular contact hours, total contact hours (meetings and field trips) should total at least 37.5 hours.
* During each session, faculty there should be no required class activities scheduled for the two 2-3 day breaks (this may be the weekends but need not be).  At least one break should be three days to allow students time for longer travel.
* Selection means that a faculty member’s courses will be publicized at CSU.  Participation in the summer program, however, depends upon the number of students who enroll in the session.  Faculty are strongly encouraged also to recruit students outside CSU.  These students will be accepted as transients and any out-of-state tuition may be waived if requested in advance by the student.

**Selection Process (actual participation depends on recruitment):**

* Interested faculty members should submit completed application forms and supporting materials to the Center for International Education.
* Permanent, full-time CSU faculty will have preference but all applications will be considered.
* The faculty member must agree to devote considerable time to the recruitment and orientation of students.
* The faculty member must agree to be engaged in the teaching and general welfare of students on a full-time basis during the program (i.e. no personal trips—except during breaks and with the prior approval of the program and site directors).
* The faculty member should develop a class that takes advantage and integrates the resources in Oxford and England—sites as well as various cross-cultural experiences—into an academic course.
* The faculty member should develop a course with broad appeal to attract student participation.
* At least one course during the three summer sessions should be a general education or core course (World Civilization, World Literature, Art Appreciation, Comparative Arts, etc.).
* Faculty will be selected from a range of academic disciplines.
* Experience in England is not required but applicants are strongly encouraged to research the country and the city prior to applying to the program.

**Remuneration:**

* Salary rate is generally the standard CSU summer salary but is subject to the approval of the faculty member’s chairperson and dean, as well as the provost.
* Once a faculty member is approved to teach, if he/she recruits 8 students for the program, his or her costs will covered and the standard summer salary provided.  In this case the program will provide instructors with roundtrip airfare between Atlanta and London, a 4-day BritRail Flexipass for travel in England, an Oxford bus pass, housing, and a per diem ($45) depending upon enrollment.
* If enrollment falls below 8 but exceeds 5, the program should proceed but the above-mentioned benefits and salary may be reduced.

**Faculty Commitments:**

* Faculty commit to spending time in the recruitment of students during fall and spring semesters by speaking in their own classes but also in colleagues’ classes, working during study abroad recruiting sessions at CSU and elsewhere, and generally encouraging students to participate in the program.
* **Faculty commit to participate in 3 meetings in the academic year** preceding the summer in which they are teaching:

1. an initial faculty orientation workshop in late August or early September,
2. a final faculty workshop in March or early April and
3. an orientation program for students in mid-April.

* Faculty commit to traveling with the students to and from Oxford.
* Faculty must be able to meet all of the physical demands of teaching and leading the CSU in Oxford Program which includes travel to a number of other cities and towns.  This includes extensive walking (several miles per day including walking up hills), climbing stairs, and generally navigating to the classroom and field trip sites on foot.  Most locations are not handicapped accessible, and the public transport is not an appropriate substitute for the normal pedestrian access.
* Faculty commit to engaging themselves with students in a more intensive and extensive way than is common on campus.  During study abroad you are totally immersed with students, and the whole experience becomes a “teaching moment.”
* Faculty commit to working with the Center for Global Engagement, their academic department, and other campus offices to ensure that students are encouraged and able to participate.

**Faculty Members and Their Guests:**

* A faculty member *may* be able to bring one or two family members with them for all or part of the program, BUT ONLY IF

1. There is space in the Spencer House;
2. The faculty member has notified the Center for Global Engagement by 1 March and paid any additional accommodation charge by 1 April during the year preceding the summer program. (There is no charge for family or friends staying in the same room as the faculty member.)

* All airfares for non-participants accompanying faculty/staff must be booked and paid for by the faculty member separately from the program.
* *The faculty member should understand, that responsibilities to students take precedence over familial concerns and that this will often preclude them from having much free time for their family.*
* Under no circumstances will students be permitted to have overnight guests in the Spencer House.

**Faculty Application and Course Proposal Form**

**CSU in Oxford Summer 2019 Study Abroad Program**

Please complete **ALL** items (type into the form), and return by **12 April 2019** to:

**Center for Global Engagement**

**Schuster 117**

**Columbus State University**

**4225 University Avenue**

**Columbus, GA 31907**

**I.   PERSONAL INFORMATION** (Please list name as it appears on passport/identification)

Surname:           First Name:          CSU ID # (starts “909”):

Rank:           Department:           College:

Campus Address:       Office Phone #:            E-Mail:

Home Address:       Home Phone #:

**PREFERENCE OF SESSIONS** (Please note that these are only tentative dates and are dependent upon CSU’s future academic calendar.  The start date is the date of departure from the U.S.)  Please indicate 1st & 2nd choices, no preference or one session only:

☐  **24 June—5 July 2019     ☐ 8 July—26 July 2019      ☐ 29 July—16 August 2019**     ☐ No preference

**II. QUESTIONNAIRE (please type in your responses directly or use an attachment):**

1. Please describe your familiarity with England, including a summary of study in or about England, previous courses that you have taught in or about England, or any travel you may have done there.

2. Briefly describe how you plan to recruit students for the program. Are there any particular groups of students you plan to target for the program?  If so, how will you do so?  How much time per week on average are you able to devote to recruiting students for the program?

3. What benefits do you as a teacher expect to derive from the experience of teaching in England?

4. What are the most important benefits students will gain from taking this course?

5. Please provide any other information that you feel is pertinent to assessing the merits of your application/proposal.

6. What is your projected enrollment for your class?

**III.  COURSE PROPOSAL**

Course Title:

Credit Hours:       Prefix & Number:

Prerequisite(s):

Draft course description (100 words or less) for the program publicity:

**PLEASE ADDRESS THE FOLLOWING FOR YOUR COURSE PROPOSAL:**

1. Please list field trip sites/activities that you plan to incorporate into your course. (Every attempt will be made to assist new faculty who have not been to Oxford or England to identify opportunities.)

2. Please identify any contacts you have in England who might be willing to contribute as guest lecturers.  If you have no contacts, describe the sorts of contacts you would like to have access to.

3. Please specify any prerequisites or corequisites the course has.

4. Please list any program (major) or core requirements that the proposed course would satisfy.

5. What special equipment, classroom space, library resources, etc. will you require in order to teach this course?

6.  How do you plan to evaluate student learning?

**IV.  STATEMENT OF COMMITMENT:**

Read the following statement carefully.  After signing and dating the statement of commitment, return it along with the following completed items to the Center for Global Engagement at CSU:

1. Personal Information and Questionnaire
2. Course Proposal Information
3. Course Syllabus (please attach)
4. Curriculum Vitae (please attach)

I understand that my participation in the CSU in Oxford Summer Study Abroad Program is dependent upon institutional approval AND on enrollment of 8 students in my course.

If I am accepted to teach in the CSU in Oxford Summer Study Abroad Program, I understand that I must recruit students and participate in informational and orientation sessions; that teaching in study abroad is an intensive and comprehensive experience involving faculty members with students in many out-of-class activities. I understand that I will be obligated not only to teach my own formal class sessions but also organize and lead students on scheduled course field trips, as well as collaborate with the site director to conduct the program.

By signing below, I indicate that I have read, understood and accepted all of the conditions listed above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Faculty Member (Date)

By signing below, we indicate that I have read and understood all of the above information, including the department and college’s role in providing a one-course summer faculty salary for ten-month faculty:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Department Chairperson (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Dean of College (Date)

1. **Signatures of Appropriate Campus Officials** (Director of CGE will obtain signatures)

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      Director, CGE (Date)

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Provost (Date)