

# Whitman College

## Crossroads Final Proposal Guidelines 2021

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Whitman College is offering Whitman Crossroads Courses, short-term, faculty-led off-campus studies courses in Spring/Summer 2021. Funding for up to four Whitman Crossroads Courses per year has been made available on a pilot basis.

### **Mission of Whitman Crossroads Courses:**

Provide high impact learning experiences via short, intensive off-campus courses that are led by Whitman faculty and are broadly accessible to students.

### **All Crossroads courses should be designed to fulfill the following key outcome:**

1. Provide opportunities for students to engage directly with scientific phenomena, ways of learning, communities, individuals, organizations or other resources (such as art, performances, collections, archives, and media) not available on campus.

### **Preference will be given to Crossroads courses that are designed to also fulfill one or more of the the following key outcomes:**

1. Enhance students' knowledge about a global issue(s) from a non-US or underrepresented perspective by weaving diversity, inclusivity, social justice and global perspectives into the course content and activities.
2. Develop the ability to interact sensitively and successfully with people from different cultures, perspectives and circumstances. In doing so, the course will encourage students to embrace ambiguity and think deliberately about their place in the world.
3. Provide students with an opportunity to enhance foreign language abilities.

### **To qualify, Crossroads Courses must:**

- Be designed as either a free-standing off-campus summer course or an off-campus field course that is linked to a Whitman prerequisite or co-requisite course.
- Be scheduled for Winter Break 2021, Spring Break 2021, or Summer 2021.
- Be 2 - 6 weeks in length.
- Be taught by an active teaching faculty member who has taught at Whitman at least one year prior to proposing the course and be available in the two semesters prior to offering the Crossroads course to perform the administrative responsibilities associated with the off-campus component, such as recruiting students and finalizing the travel itinerary.
- Not include destinations that have high-level US Department of State Travel Advisory of Level 3 or 4 in effect or pose other significant risk.

### **Final Proposal Components:**

Applications should include the following items:

1. **Crossroads Proposal Cover Form 2021.** Submit the cover form along with your Crossroads Proposal with the appropriate Department Chair or Program Director signature.

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2. **Proposal to Add a New Course.** Crossroads Courses must be approved through the regular course approval process at Whitman. As part of your Crossroads proposal, include a copy of your completed and signed **Proposal to Add New Course Form**, available on the Registrar's homepage.
3. **Crossroads Course Narrative.** Detailed description of the Crossroads Course, including its learning goals, intellectual merit, and tentative itinerary. If the Crossroads Course will be linked to a regular semester course, please include a description of that course as well. Please note the number of credits that will be awarded for the Crossroads Course (not including any linked courses). This should reflect the college's guidelines for calculating credit hours. Please indicate whether you envision your Crossroads Course counting toward major requirements in your department or in an interdisciplinary program.

The narrative should address why this course needs to be conducted off campus and the significance of the location(s) to the overall educational experience. It should provide a clear picture of the careful integration of course content with on-site living and learning opportunities to engage in the local community (eg study with local scholars, living with host families). The Narrative should also note how the course fulfills at least one or more of the four goals of Crossroads (see previous page).

4. **Tentative Syllabus** – The syllabus for the Crossroads course should enumerate the specific intended learning outcomes, and demonstrate the links between the learning outcomes and the proposed educational activities (weekly lectures, tentative readings, excursions, etc). The anticipated means of assessment should be addressed in the syllabus. If the Crossroads course is linked to an on-campus Whitman course, please attach the syllabus for the on-campus course as well.
5. **Itinerary** – The tentative itinerary for the proposed course should include a rationale that demonstrates the links between the intended learning outcomes for the course and the activities on the itinerary. If the course design includes multiple destinations, faculty are asked to consider travel logistics, the length of time it takes to travel between destinations, and the cost. The local means of transportation in-country should also be described in the itinerary. Please also include a typical daily schedule with student options for free time.
6. **Host Organization** – Faculty directors are encouraged to work with local hosts (eg universities, research stations, language schools, cultural institutions, non-profit organizations, study abroad centers). Please describe your local host and include a letter of support from that organization.
7. **Local Assistant** – Whitman expects that each Crossroads course will have an assistant, a local teacher or other qualified individual, who is willing to assist with program logistics and serve as the trip leader in the event that the Whitman leader is unable to perform his/her duties. Please name that individual, describe his/her qualifications, and provide a letter of commitment for involvement in the Course.

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8. **Language** – If English is not the language of the location of the Crossroads course, will there be a language prerequisite? If not, how will participants carry out their course work and interact with the local population?
9. **Preliminary Logistics** – Describe the housing accommodations where the students and faculty director will live. If the Crossroads Course involves a homestay, please describe the length of the homestay, who will be arranging the homestays, and the criteria that will be used to select families. Include a description of where students will eat their meals and whether or not they will have access to kitchens to cook for themselves.
10. **Sharing and Reflection** – Describe opportunities that will be built into the program for the students to reflect on their experiences off campus while the course is underway and after it concludes. Will the faculty organizer facilitate opportunities for the participants to share what they have learned with the Whitman community (such as at the Undergraduate Conference) or greater Walla Walla community?
11. **Group Size and Recruitment** - The minimum size for each Crossroads Course is 14 students. Based on this minimum, please describe your desired group size and indicate how you plan to recruit students. Please note whether there are any student groups or other specific constituencies who are likely to be interested in your Crossroads course, and what indication you have of their potential interest.
12. **Instructor Qualifications** – Describe your previous experience in the countries/cultures to be visited or how you plan to acquire additional knowledge and/or rely upon the expertise of local hosts. We encourage faculty to consult with faculty colleagues at Whitman who have relevant experience in the country/region. Also include a description of your proficiency in the relevant language(s) and any previous experience you have had leading student groups off-campus. Please indicate if you will be on sabbatical or otherwise unavailable to assist with planning in the year prior to your Crossroads course.
13. **Risks** – Describe known risks in the destination(s) on your itinerary in terms of health, safety and security and what steps, if any, will be taken to mitigate risk.
14. **Budget** - Please use the *Whitman Crossroads Budget Planning Sheet* to create a preliminary budget estimate. After your Crossroads Course has been approved for funding, you will work with the Off-Campus Studies staff to develop a final budget. See guidelines below.

#### **Budget Guidelines:**

**Crossroads Operating Expenses awarded will range from \$500 to \$20,000.** Faculty proposing courses are encouraged to try to keep total cost of the off-campus study component economical in order to help make the course accessible to all students regardless of financial need.

#### **Funding may be requested for the following Operating Expenses:**

- Scouting trip for faculty instructor (if needed)

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- International air travel, mileage, and local travel expenses for one Whitman Crossroads instructor travelling with the group
- Stipend for one Whitman Crossroads instructor (\$1000 per week of off-campus component plus OPE at the current OPE rate of 39% in FY 2019)
- Room and board for one Whitman instructor
- Local group leader (all trips must have a designated second leader available to step in in emergencies). The local group leader's stipend will vary according to their duties and local conditions. Please consult with the Director of Off-Campus Studies for particulars.

### Financial Aid for student fees:

It is our priority to make these Crossroads courses available to students regardless of financial need. Eligible students will be awarded financial aid through the Office of Financial Aid Services. There are separate funds designated from the Office of Financial Aid services for Whitman Crossroads student scholarships. (In other words, student aid does not need to come out of the Operating Expenses funds.) To help us calculate the amount of aid that may be needed, please estimate aid funds needed as follows. After using the Budget Planning Sheet to estimate total student fees, we recommend budgeting 50% of the anticipated total student fees as scholarship funds. For example, if you anticipate 14 students taking the course and fees of \$3000 per student, the total scholarship funds that should be reflected in the budget is \$21,000 ( $14 \times \$3000 = \$42,000 \times .50 = \$21,000$ ).

### Notes:

- 1) Air travel must be by economy coach class.
- 2) Original receipts are required for all reimbursements.
- 3) Please disclose other funding sources that you have applied to or will apply to for support for this course, if any.

### Faculty Orientation and Training

**Orientation and Planning.** Faculty who want to offer Crossroads Courses will work with the Director of Off-Campus Studies and the Faculty Mentor for Crossroads to think through curricular, logistical, and intellectual aspects of teaching short-term off-campus programs. The Off-Campus Studies staff will provide concrete assistance on matters such as how to cultivate in-country community partners; budgeting for off-campus programs; course planning; publicity and student recruitment; and how to navigate the course approval process.

**Predeparture Faculty-Director Training.** Prior to departure, all faculty teaching Crossroads courses are required to attend a faculty director training with the Director of Off-Campus Studies, Student Affairs staff and faculty with prior experience that reviews how to deal with emergencies and non-academic student issues while off campus.

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### **Approval Process and Timeline**

**December 1**—Two-page pre-proposals due in Off-Campus Studies including a Crossroads course proposal narrative, brief course description, course dates, course destination, and a rough budget.

**March 1**—Final full proposals due to Off-Campus Studies.

**April** —Selected courses and funding awards will be announced. New course form will be submitted to the Curriculum Committee and then forwarded to faculty floor for approval, if the course had not yet been approved.

**May/June**—Publicity to students begins.

**July 1**—Funding will become available.

### **Review Committee**

Full proposals will be reviewed by the Off-Campus Studies Committee, whose membership includes at least one faculty member from each Division and the Crossroads Faculty Mentor.

### **Criteria**

In addition to reviewing the merits of the course proposal and how well it meets the guidelines stated above, the Off-Campus Studies Committee will consider:

- Is the course feasible in terms of logistics and can it be done within a reasonable budget?
- What is the potential impact on student learning?
- How likely is it that at least 14 students can be recruited to make this course viable?

### **Safety Approval**

If a course involves travel outside of the U.S. and Canada, the faculty leader must also submit a Faculty/Staff-led International Trip Approval Form which requests information about health and safety risks at the destination as well as a trip itinerary. Forms can be downloaded at:

<https://www.whitman.edu/off-campus-studies/faculty-information/faculty-led-trips>

As a general rule, Whitman will not approve Crossroads Courses in locations for which there is a Level 3 or Level 4 US Department of State Travel Advisory in effect.

### **Final Report & Public Presentation**

Following completion of the Whitman Crossroads Course, all grant recipients will submit a written report to the Off-Campus Studies Committee via Off-Campus Studies, Mem 205. Guidelines for the final reports are available from the Off-Campus Studies Office.