CURRICULAR PROPOSAL FOR SPAIN—SUMMER 2010

Date 30 September 2009

To: International Studies Director, MSU

From: Dr. Roger Dowdy, Professor, MCL

Re: Intensive Spanish Study Program to Spain (Summer 2010)

From 1996 to 2005 and again in 2008 we have taken our students to a very good school in Spain: Escuela Internacional. Both the Spanish Faculty and students attending the program have been very pleased with the formal and on-site instruction received there. Our Spain and Latin American programs have had a great deal of success since Dr. Robert Norton initiated them in our Department 19 years ago. Last year, I took students the the Academia Latinoamericana in Quito, Ecuador. As usual, the program was very successful. This fall I decided it would be good for the Spanish foreign study program to return to Spain, since I have had an overwhelming response from students wanting to study there.

Students would be attending a very fine school called Escuela Internacional. Escuela Internacional has been teaching Spanish to students from all over the world for more than 22 years. They have a fine faculty who are required to have at least a Master’s degree to teach in E.I. They are also taught to gear their teaching and structure their courses for foreign students.

Title of course: Intensive Spanish Summer Program to Spain

Purpose: To provide students with intensive Spanish-language training and cultural background in Spain. To give students an opportunity to visit many of Spain’s most significant urban and rural sites and monuments and to use the Spanish language for communication and proficiency practice. It also allows them to live with native families and experience the culture first hand.

Credits: 6, for the course listed below, and 2 hour for IDS 250.

The purpose of the IDS 250 is to present a series of orientation sessions in the spring semester to prepare students for life in Spain. Orientation sessions are scheduled for 3 hours each and focus on course specifics, culture, preparation for travel, geography, and the history of the country. Incorporated into each session is a period of intensive review of Spanish dealing with conversational clichés, numbers, verb review and selected vocabulary and expressions. There will be four 3 hour sessions conducted on campus and the laboratory portion of the course will continue weekly during the four week program in Spain. (See syllabus attached).
The travel itinerary begins in Springfield on Saturday May 22, 2010, arriving in Madrid, Spain, on Sunday May 23. A private bus will be waiting for the students and will take them to the school in Salamanca where they will be met by host families. Students will be living with authentic Spanish speaking families who speak little or no English. Overnight cultural tours have been planned for each of the three weekends the students will be studying in Spain. They will be visiting historical and cultural sites by private bus to enrich their knowledge of the country, to hear various dialects of Spanish and to practice what they have learned in the classroom. On the fourth weekend, Saturday June 19, they will depart for the U.S.A.

**The courses:** There is a maximum of 8 students in a class. The schedule for the intensive Course is from 8:00 to 2:00pm with 2 breaks. In the afternoons Students visit cultural sites in the city conducted by the program director. Students are given placement exams on arrival and are placed in one of five levels of Spanish ability. MSU students may be in class with other persons studying Spanish from other parts of the world. The courses, all in Spanish, cover the following subjects:

- Grammar and Vocabulary – 2 lessons per day
- Composition, reading and writing – 1 lesson per day
- Conversation (five levels available) – 1 lesson per day
- Culture – 2 lessons per day

After school students are taken to on-site locations for further cultural study and language practice. They visit museums, government buildings, monuments, and they also visit many religious sites such as the beautiful Seventeenth Century baroque churches and monasteries. Students write short reports on each site visited as part of their six hours of credit earned. This also gives the student a personal record for future reference. The weekend tours are obligatory and also constitute partial fulfillment of the credits earned through the IDS 205 course. Students are given weekly examinations in each class and this information is provided to the director of the MSU group.

All instructional textbooks and materials are provided by the Escuela Internacional. The textbook for the orientation sessions will be a Spanish guide book and printed informational material prepared by the director/instructor.

**Evaluation:** Assessed through examinations given by teachers in individual classes. Evaluation of oral Spanish during the travel phases of the program will be done by the director based on student fluency, willingness to use Spanish, and the ability to communicate.

**Housing:**
As stated above, accommodations are with host families. A single room is provided for two students with three meals daily. Laundry service is included in the price. The transfer service to and from the airport in Madrid is included in the price of the program. Home stays are organized and administered by Escuela Internacional with two students
per home in a room with a private bath. The school also plans parties and events to allow students to socialize and get to know native people and other foreign students on a personal level.

The school also offers an interesting program of cultural and free time activities. Among other activities, there is a cooking course and a dance course where they learn regional Spanish dances. The E.I. also shows current movies, or films related to the culture and customs of the country.

All arrangements for this program are made through the Escuela Internacional and the Department of Modern and Classical Languages, MSU.

**Travel Component: (SEE THE ATTACHED DAY BY DAY TRAVEL AND STUDY ITINERARY)**

a) Salamanca and selected cities and areas within the country.
b) Cost will be $5150 for the entire package.
c) Travel agency: Cruise-N-Sand Travel, a subsidiary of Great Southern Travel.
d) 20 student minimum.
e) 26 student maximum.
f) Travel is essential to visit historic and cultural sites in Spain. Without this component, the student might as well study Spanish at MSU.

**The implementation of the program:** Summer 2010 (May-June).

**Publicity:** Brochures, flyers and class announcements, and Web Site. The brochures, flyers, and application forms are ready to be printed. (See sample brochure attached)

**ENDORSEMENTS:**

**Department Head, Modern and Classical Languages**

Signature: [Signature]

Date: 9/30/09

**Dean, College of Arts and Letters:**

Signature: [Signature]

Date: 9/30/09
MEMO

TO: DANA CARROLL
DATE: 30 September 2009
RE: SPAIN STUDY TOUR, MAY-JUNE 2010

BUDGET FOR SALAMANCA, SPAIN: SPANISH INTENSIVE SUMMER STUDY PROGRAM (2010)

Airfare: 1,333.50
E.I. Tuition, housing, land fees 3,470.02 Calculated@ an exchange rate of 1.52 to one Euro.
MSU Processing fee: 75.00
Director expenses % student 275.00
Total expense % student 5,153.52

The program will be billed and advertized at $5150
Memorandum of Understand regarding salary for Faculty-led Short-term study away Program

Background: During spring 2009, Dr. Nietzel and Dr. McCarthy approved using the revenue from the academic fees generated by the academic class associated with a faculty-led short-term study away program to be used to cover the salary of the accompanying faculty member.

To determine the amount that would be paid to the accompanying faculty member, the summer school formula of base salary x .025 = pay per semester hour. The total amount of salary is derived by multiplying the pay per semester hour by the amount of semester hours.

Example:

Example: Base salary, $50,000

50,000 x .025 = $1250 per semester hour

If the academic credit is 2 semester hours, then the salary would be $2500

To achieve the salary of $2500, there would have to be 7 students enrolled in the class because each student would generate $372 ($186 per hour) toward the salary.

Specific program: Summer 2010 Spanish Language program to Spain

Dr. D. Roger Dowdy will accompany a group of students to Spain/Ecuador during the summer 2010. During the second block of spring 2010, he will conduct an IDS 250 class. This class will be designed with a lecture/lab concept. Students will meet with Dr. Dowdy during the on-campus portion four times for lectures lasting 3 hours each. The laboratory component will occur during the international portion of the study abroad program (during May-June) when the group is in Spain/Ecuador. Students will register for two hours of academic credit during the spring semester. At the end of the spring semester, each student will receive an “incomplete” grade for the IDS 250 class as he has done in the past. At the end of the international portion of the program in late June, Dr. Dowdy will change the assigned incomplete grades to a letter grade. Dr. Dowdy will be paid the equivalent of teaching a three-hour class. His salary will be covered if a minimum of 15 students enroll in the IDS 250 class. (Historically over the past ten years he has had between 22 and 26 students enrolled in his summer programs).

Dr. Dowdy will submit a syllabus of the Springfield-based classes as well as a detailed listing of the numerous field trips scheduled during the Spain in-country portion of the study away program to validate his salary for teaching a three hour class. The university understands that Dr. Dowdy will be spending many hours setting up the program, planning field trips and working with travel coordinators planning weekend and afternoon events for the students.
### Group Plan 2010

**Program name:** Missouri State University Group Plan  
**Program period:** from 23 May to 19 Junen (4 weeks)  
**E.I. contact person for this project:** Yuriko Cho  
**E-mail:** cho@escuelainternacional.com  
**Person receiving this project:** David R Dowdy  
**E-mail:** DRDowdy@missouristate.edu

**Initial project date:** 18 September 2009  
**1st Modification:**  
**2nd Modification:**  
**3rd Modification:**  
**Final project date:**

#### Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Saturday
---|---|---|---|---|---|---
May 24 | May 25 | May 26 | May 27 | May 28 | May 29 | May 30
9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | Desayuno | Desayuno | Desayuno |
14:00 - Comida | 14:00 - Comida | 17:00-19:00 | 17:00-19:00 | Viaje a Galicia: Santiago de Compostela y las Islas Bajas | Viaje a Galicia: Santiago de Compostela y las Islas Bajas | Regreso a Salamanca
17:00 - Orientación | 17:45 - Paseo por el centro de Salamanca | Cena Internacional | Cena Internacional | Cena | Cena | Cena

#### Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Saturday
---|---|---|---|---|---|---
May 31 | June 1 | June 2 | June 3 | June 4 | June 5 | June 6
9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | Desayuno | Desayuno | Desayuno |
14:00 - Comida | 14:00 - Comida | 17:00-19:00 | 17:00-19:00 | Palacio Real | Palacio Real | El Rastro |
17:00 - Paseo por Salamanca | 17:00 - Paseo por Salamanca | Video/DVD en E.I. | Video/DVD en E.I. | Perth | Hotel Regente | Puerta del Sol |

#### Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Saturday
---|---|---|---|---|---|---
June 7 | June 8 | June 9 | June 10 | June 11 | June 12 | June 13
9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | 9 a 12:40 - clases | Fiestas de Salamanca | Fiestas de Salamanca | Excursión a Toledo |
14:00 - Comida | 14:00 - Comida | 17:00-19:00 | 17:00-19:00 | Segovia | Segovia | Segovia |
17:00 - Visita a la zona universitaria | 17:00 - Visita a la zona universitaria | Video/DVD en E.I. | Video/DVD en E.I. | | | |

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9/21/2009
<table>
<thead>
<tr>
<th>Classes</th>
<th>12:40 - Comida</th>
<th>Classes</th>
<th>Classes</th>
<th>Salamanca.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:00 - Comida</td>
<td>14:00 - Comida</td>
<td>14:00 - Comida</td>
<td>12:50 - Ceremonia de graduación</td>
<td></td>
</tr>
<tr>
<td>17:00 - Paseo literario</td>
<td>17:00 - Deporte</td>
<td>14:00 - Comida</td>
<td>Servicio de transporte a Aeropuerto Barajas.</td>
<td></td>
</tr>
</tbody>
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*The activities in blue are not included in the quoted prices.

**SAMPLE PRICE QUOTE FOR GROUP PROGRAMS**

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Missouri State University</th>
<th>Contact Person:</th>
<th>David R Dowdy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Dates:</td>
<td>13/05/10 - 19/05/10</td>
<td>Number of Students:</td>
<td>20</td>
</tr>
<tr>
<td>Program Site:</td>
<td>Salamanca</td>
<td>Number of Escorts:</td>
<td>1 Last updated 18/09/2009</td>
</tr>
</tbody>
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**BASIC SERVICES**

1. ENROLLMENT FEE

2. COURSE

   Course name: Super intensive
   Number of weeks: 4
   Number of lessons/week: 30
   Type of course: Open course

3. ACCOMMODATIONS

   Type of accommodation: Family / double room / three meals
   Number of weeks: 4 Extra days: 0

**COMPLEMENTARY SERVICES**

1. MEDICAL INSURANCE*

   Number of months: 0

2. TRANSPORTATION SERVICES

   Arrival transportation: Yes
   Departure transportation service: Yes

3. E.I. CALENDAR OF ACTIVITIES AND EXCURSIONS

   Included in the program price: Yes
   Please view the above itinerary designed for your group: Yes, to Galicia and Madrid.

**NET PROGRAM PRICE PER PERSON**

<table>
<thead>
<tr>
<th>Students</th>
<th>Supplement 1</th>
<th>Supplement 2</th>
<th>Supplement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Galicia guide</td>
<td>Madrid guide</td>
<td>Toledo</td>
</tr>
<tr>
<td>2,242,91 €</td>
<td>23,00 €</td>
<td>21,60 €</td>
<td>49,00 €</td>
</tr>
</tbody>
</table>

Supplements

Medical insurance: €230 per person per natural month for general E.I. Calendar of activities and excursions: See Calendario de Actividades y Excursiones

General Conditions

Special Services For The Accompanying Professor:

Workspace in our teacher's workroom as well as access to our teaching materials,

Free access to Internet and e-mail,

Free Wi-Fi connection,

Free Fax Reception

Holidays

Classes missed due to national or local holidays are non-recoverable. In order to see a calendar with dates of national holidays in Spain, you may click here. If you would like further information about Spanish holidays, click here. Local holidays in each community and city also affect school itineraries. Please contact us for more information about the community or city where you choose to study with us. Classes missed because of holidays are non-recoverable.

Guarantees

All Escuela Internacional teachers are native speakers with university degrees. The same didactic method is used at all Escuela Internacional schools allowing you to combine your study between different schools during your stay.

IDS 250 -- POLICY STATEMENT AND SYLLABUS

Instructor:  Dr. D. Roger Dowdy
Office:  SICELUFF Hall 142
Office Hours:  MWF 12:00-12:50  TR: 2:00-3:00
Office Phone:  (417) 836-5579  E-MAIL: DRDowdy@MissouriState.edu

Purpose:  This is a **TWO hour** orientation course for students studying abroad in Spain or Latin America with the MSU Summer Intensive Spanish Study Program offered by the Modern and Classical Languages Department. The purpose of this course is to prepare students to live in Spain or Latin America for the duration of the program. Questions about credit transfer, housing, clothing, curriculum in SPAIN, placement exams, grades, cultural differences, money, climate, flight information, what to take and what not to take, etc. etc...will be discussed.

Texts:  No text is necessary for this course. All information will be supplied by your instructor.

Attendance:  It is **absolutely imperative** that everyone plan their schedule to attend all **sessions** of this course. The only acceptable excuse would be illness (showing a medical excuse) or death in the family. Your grade **will be reduced by one full letter grade for every class you miss without one of the above mentioned excuses**. So plan your work schedules, out of town trips, and organized housing functions around this schedule. All meetings will be held on Sundays. The following are the meeting dates:

- **SUNDAY** MARCH 8
- **SUNDAY** APRIL 5
- **SUNDAY** APRIL 19
- **SUNDAY** APRIL 26 (If needed)

All meetings will be held from **4:00pm to 7:00pm**. They will be held in SICELUFF Hall 225.

Tests:  There will be **one exam** at the end of the session on April 19. It will cover the material from all sessions.

Homework:  Homework will either be given to you during the class sessions or may be e-mailed to you to complete before the following meeting. So **check your e-mails frequently** to make sure you have not missed anything. **Always keep your e-mail boxes emptied so you don’t miss any IMPORTANT INFORMATION.**

(OVER)
Grading: The final grade for this course is based on the following criteria:

1. Your autobiography: 1 to 1 ½ pages, written in English, typed and doubled spaced. (Due no later than FRIDAY, FEBRUARY 13) See ASSIGNMENT BELOW.

2. Your passport copies (Bring your passports to me IMMEDIATELY (If you have them) or as soon as you get them or find them. This information is VERY important for the travel agent). Passports are to reach me no later than MARCH 8, OUR FIRST MEETING. So if you have not applied for it yet, GET ON IT NOW!!!! (If you already have your passport, bring it by my office ASAP so I can make copies of it.)

3. Pledges (will be explained in class).

4. Attendance to all classes

5. The exam

6. The medical report. (You will fill this out in class.
   You should know your blood type.)

7. The portfolio you will be assembling in ECUADOR. The portfolio will be reviewed and graded by your director during the last week of classes in QUITO. The content of the portfolio will be discussed in one of the orientation sessions.

8. Participation in the weekend excursions and after class activities, and your general interest in learning the language and culture of LATINAMERICA.

9. Three written reports over each weekend excursion. (Details will be given later.)

10. Two written assignments which you will write at the end of the program. You will receive these assignments in ECUADOR during the last week of class. These will be e-mailed to me by NO LATER than WEDNESDAY, July 1.

More weight will be placed on 4, 5, 7, 8, 9 and 10 of the above list.

IDS 250 Grade:

Everyone will receive a grade of "I" (Incomplete) on your report card for the IDS 250 at end of the spring semester. The grade for this course is not assigned until you have completed your study tour in ECUADOR. You will receive your grade at the end of July, after summer school. It was set up this way because part of your grade depends on your class work and attendance here on campus and part depends on your attendance, portfolio and performance in ECUADOR. I am giving you this information in advance so you won't call your Instructor or the Study Away Office at the end of the semester for information regarding your grade.

FIRST ASSIGNMENT: Write a 1 to 1½ page autobiography in English. Type it (double spaced) and e-mail it to me NO LATER THAN FRIDAY, FEBRUARY 13. Include something about your parents and family, your likes and pet peeves, hobbies, interests in and out of school, major and minor, positions of leadership or responsibility you hold now or have held in the past, sorority, fraternity, etc. and anything else you feel you want to say about yourself that will help me know you better.