

PROPOSAL FOR SHORT-TERM FACULTY-LED STUDY AWAY PROGRAM

To initiate a Study Away Short-Term Program, a faculty member must submit the **Curricular Proposal (Section I)**, **Budget (Section II)**, and **Emergency Plan (Section III)** to the Study Away Director via email attachment to elizabethstrong@missouristate.edu. Study Away will review the proposal and provide feedback to the faculty member. If revisions are necessary, the faculty member must resubmit a revised proposal for a second review. When the proposal has been approved by Study Away Programs, the faculty member will be asked to send the final proposal to his/her dean and department head for approval. The faculty member will ask his/her dean and department head to send a note of approval to the Study Away Director. Upon all approvals of a proposal, the faculty member will receive an email letter of confirmation from the Study Away Director.

Within 30 days of the completion of the short-term program, a full **Study Away Report (Section IV)** must be submitted to the Study Away Director.

I. CURRICULAR PROPOSAL

1. Name(s), department(s), title(s), and contact information of Program Director(s):

Judith Martin (coordinator), Modern and Classical Languages, Professor, Missouri State University, Modern and Classical Languages: Siceluff Hall 141, 901 S. National Ave. Springfield, MO 65897, 417-836-5873, JudithEMartin@missouristate.edu

Kelly Schlinder (leader), Modern and Classical Languages/Foreign Language Institute, Per Course, Missouri State University, Modern and Classical Languages: Siceluff Hall 223, 901 S. National Ave. Springfield, MO 65897, 417-836-5122, KellySchlinder@missouristate.edu

2. Title of program:
Intensive German Language and Culture in Wittenberg. May 25 – July 3, 2015.
Germany, including the cities of Wittenberg, Dresden, Berlin, Halle.
3. Course number(s) and names(s); number of credit hours earned by participants:

-6 hours of German credit depending on language placement level:

GRM 201 and 202 or

GRM 311 and 312 Conversation and Composition or

GRM 475 and 498 Special Topics courses

and

-GRM 325 Deutsche Kulturkunde (Culture Studies 3 hrs.)

or

-LLT 225 Literature in Translation (Culture Studies 3 hrs.)

or

-IDS 297 International Culture and Study Abroad (3 hrs.):

Students will take either GRM 325 or IDS 297 - a German culture seminar. Reading materials and writing assignments will be in either German or English, depending on which course they enroll in 9 credit hours total.

4. Travel dates: May 25 (leave US) – July 3 (leave Germany) , 2015
5. Countries and cities to be visited: Germany, cities: Wittenberg, Halle, Berlin , Dresden
6. Course objectives: Intensive study and everyday use of German language, and study and direct experience of culture through coursework, field trips to museums, cultural centers, and architectural sites. Developing of cultural and language competence through home stays.
7. Purpose of travel component:

To hear and speak German daily in order to develop speaking proficiency rapidly.
To learn German culture on site, including history, art, architecture, religion, economic conditions, political beliefs, and daily life.
8. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components:
6 credit hours. German language and culture courses taught at the Institute for German Language and Culture in Wittenberg, Germany. Affiliated with Martin Luther University of Halle-Wittenberg. 90 classroom contact hours over 4 1/2 weeks. Grading based on: participation, oral and written exams, short writing assignments in German, group projects and presentations.

3 credit hours of GRM 325 German Culture Studies or IDS 297 International Culture and Study Abroad or LLT 225 Literature in Translation. Each course will be taught by Kelly Schlinder as second block spring course. Approximately 12 hours will be conducted before departure (over four weeks) and 24 hours of lecture/discussion will be held in Germany. Lecture tours of museums, cities, and cathedrals/synagogues in German or English will also be required. Grading based on exams, participation in discussions, essays, and daily cultural journal entries while in Germany.

Content of culture course: German Culture from the Reformation to the Fall of the Berlin Wall. Students will learn German culture on site in the Luther-City Wittenberg. We will study crucial epochs in German culture from the Reformation to German division and the peaceful revolution in East Germany. Visits and guided tours of museums and cultural sites will include Luther monuments, Berlin museums, Berlin history and architecture, Dresden museums, Dresden history and architecture, and history and architecture in Halle.
9. Discuss how student performance will be evaluated:
Course requirements for evaluation and grading:

GRM 325. Progressive Quizzes (two before departure and two in Germany) and one oral interview in Germany; presentations (one due before departure, one in Germany); daily

reflective cultural journal in German. Study Away Portfolio consisting of: daily cultural journal in German; weekly vocabulary lists in German; pictures, museum flyers, and other cultural realia, and course essays/interviews. Journal written work due weekly while in Germany; completed portfolio with pictures due after return. All readings and writing assignments will be in German.

IDS 297/LLT 225. Progressive Quizzes (two before departure and two in Germany) and one oral interview in Germany; presentations (one due before departure, one in Germany); portfolio consisting of: daily reflective cultural journal in English and German; weekly vocabulary lists in German; pictures, museum flyers, and other cultural realia, and course essays/interviews. Journal written work due weekly while in Germany; completed portfolio with pictures due after return. All readings and writing assignments will be in English and in German.

10. Required text(s), including title, author, and ISBN if possible:

When in Germany, Do as the Germans do. Hyde Flippo. ISBN-10: 0844225533
ISBN-13: 978-0844225531

Other texts used:

Selected works by Martin Luther

Selected works by Gotthold Ephraim Lessing

Selected works by Johann Wolfgang von Goethe

Selected works by Andreas Gryphius

Selected works by Martin Opitz

Selected works by Friedrich Schiller

Selected works by Ludwig Tieck

Der Mauerspringer excerpts from Peter Schneider

Was bleibt excerpts from Christa Wolf

Zonenkinder excerpts from Jana Hensel

Die Deutschen, Wulf Köpke. 5th edition; ISBN: 0030210399

Culture and Customs of Germany, Eckhard Bernstein. ISBN: 0313322031

The German Way. Hyde Flippo.

Online: Tatsachen über Deutschland. <http://www.tatsachen-ueber-deutschland.de/de/>

11. Proposed travel itinerary:

Language and culture courses taught in Wittenberg, Germany May 25 – July 3
Excursions to Berlin, Halle, Dresden.

12. Total program cost: \$ \$3,570.00

Included: transportation from Berlin-Tegel airport, stay with a host family including breakfast and dinner, 6 credits of language courses and materials at the Institute for German Language and Culture of Halle-Wittenberg University, excursions including travel and entrance fees, but not meals.

Not included: air transportation, personal expenses, lunch, snacks, meals on excursions, personal travel, passport fees, textbooks for MSU course, MSU tuition for 3 hours.

13. Lodging arrangements:

Students will live with host families, except for during excursions when they will be living in youth hostels, booked by Universitaet-Halle-Wittenberg staff.

14. Name of and contact information for travel agent (if any):

None

15. Minimum/maximum number of student participants required:

Minimum – 5

Maximum – 18

16. Application procedure, including deadlines, prerequisites, and whether the program is available to students outside of your academic department:

Prerequisites: GRM 102 or equivalent.

Application procedures: Students will complete an on-line application through the Study Away on-line application system. All applicants must be approved by the Program Director through the on-line application system. Once a student is accepted by Study Away, a non-refundable deposit of \$535 will be billed to the student's university account by **December 5, 2014**. Students will be billed by the Study Away office for the balance of the program fee.

Students from any department welcome.

17. Cancellation procedure, including refund protocol:

If a student withdraws prior to March 30, , 2015, a full refund will be made less \$535.00, any administrative fees and other non-refundable purchases made on behalf of the student. A certificate of incapacitating illness or injury from a licensed physician is necessary in making claims for refund. Refunds will not be made for any other circumstances or after the program begins. All notification of withdrawal must be made in writing and sent to the Study Away Office, International Center, Missouri State University.

18. Teaching credit requested

1. 3 credit hours in spring 2nd block 2015 for GRM 325, LLT 225 or IDS 297 taught by MSU faculty member. Students will also receive six transfer credits for language courses taught at Wittenberg Institute.

2. Marketing plans:

Flyer, brochure, class announcements and presentations, emails to department heads of other arts, letters, and humanities departments, special presentation sessions, and display in departmental display case.

3. All components of this proposal must be approved by the Program Director's dean and department head. Approval should be sent via email to the Study Away Director <elizabethstrong@missouristate.edu>.

See the "Developing a Short-term Faculty-led Study Away Program" page at our website: <http://international.missouristate.edu/studyaway/73013.htm>.

II. BUDGET

All program budgets will be reviewed and approved by the Study Away Office. Program Directors are reminded that they **do not** have permission to make purchases or incur financial obligations on behalf of the proposed study program without the approval of the Study Away Office. Each Program Director is responsible for submitting his/her Travel Expense Report to the Study Away Office within two weeks of the last day of travel.

Please fill out the following budget worksheet to determine program costs:

ESTIMATE OF FACULTY COSTS:

ITEM	COST
Airfare	\$1,600
Land transportation	\$155.30
Lodging	\$828.00
Meals	\$1,000
Operations(tips for tours)	\$50
HTH Insurance	\$53.50
Other (<i>gifts for teachers from MSU students, miscellaneous personal</i>)	\$222.70
Total Faculty Cost	\$ 3,909.50

Total Faculty Cost ÷ minimum number of student participants needed = \$781.90

The minimum number of student participants needed to make the program financially viable is based on the faculty member's salary calculation. See "Calculating Faculty Pay and Minimum Number of Students" at <http://international.missouristate.edu/studyaway/73013.htm>. The salary and student numbers will be confirmed by Study Away Programs according to the salary policy.

ESTIMATE OF STUDENT COSTS:

ITEM	COST
Airfare (<i>Note: If students are not traveling as a group, airfare is not included here. It will be a separate expense.</i>)	\$

Land transportation	\$
Lodging	\$
Meals <i>(Note: If meals are not included in the program cost, they should not be included here. They will be a separate expense. You may choose to include some, but not all, meals.)</i>	\$
Expenses related to admission, supplies, etc.	\$
Faculty expense per student (from calculation above)	781.90
Other <i>(lodging, two meals per day, course materials and language instruction, excursions, local transportation.)</i>	\$2,653.80
HTH Insurance	\$53.50
Study Away Student Fee, incl. ISIC card & insurance	\$ 75.00
Total student cost	\$3,565.00

Round to \$3,570.00

III. EMERGENCY PLAN

Please see an example of an approved emergency plan at:
<http://international.missouristate.edu/studyaway/126641.htm>

1. Site assessment: [Evangelisches Krankenhaus Paul Gerhardt Stift](http://www.pgdiakonie.de)
 Paul-Gerhardt-Straße 42-45
 DE-06886 Wittenberg
 Germany - Saxony-Anhalt
 Phone +49 03491 500
 Fax +49 03491 50 22 22
 URL <http://www.pgdiakonie.de>
2. Transit to site: reachable by taxi in 10 minutes
3. Local medical capacity: 24 hour emergency room with many beds
4. Most likely health risks: alcohol abuse
5. Preparation prior to departure: Students will sign the behavioral contract stating that they won't abuse drugs or alcohol. We will also have a discussion in orientation and pre-departure classes about the consequences of abusing alcohol while on the trip.
6. Emergency plan: The program leader will get a cell phone upon arrival in Germany and each student will be given the phone number and address of the program leader. The program leader will be available 24 hours/day and will attend all weekend excursions to ensure that the students will be taken care of in case of an emergency.
7. U.S. Embassy contact information:
 In Leipzig: (1 hour from Wittenberg)

Wilhelm-Seyfferth-Straße 4
04107 Leipzig
Federal Republic of Germany
Tel: (0341) 213-840

In Berlin: (1 ½ hours from Wittenberg)

Clayallee 170
14195 Berlin
Federal Republic of Germany

After-hours emergencies, please call (030) 8305-0 and ask to be connected to the duty officer.

8. Address of local law enforcement:

Polizeirevier (police)
www.polizei.sachsen-anhalt.de

*Juristenstraße 13a
Wittenberg
03491 469-0*

Wasserschutz-Polizeistation (Water safety police)

Dessauer Straße 6A
Wittenberg
03491 611765

Freiwillige Feuerwehr (Fire department)

Am Teich 8
Wittenberg
03491 610156

IV. STUDY AWAY REPORT

Within 30 days of the completion of the program, a full report with completed appendices must be submitted via email to the Study Away Director elizabethstrong@missouristate.edu. Supporting documentation may be submitted to the Study Away Office. Should you be nominated for a Study Away Faculty Award for Excellence, your Final Report will become part of your nomination package. Please use the following format:

1. **Title, location and dates of program; name(s) of instructor(s):**
2. **Purpose of program** and its relation to Department, College and University missions:
3. **Description of the program:** Write a brief description of the program, listing significant events and including such information as transportation and lodging arrangements, cost, brief description of daily routine, site(s) visited, etc.

4. **Results and success of the program:**
 - a. Describe your program's academic coursework and how it integrated into the learning environment. How did you utilize host community resources? Did your use of host resources take into account environmental responsibility? If your program incorporated pre-departure or post-return assignments or presentations, how did these reinforce the study away learning experience?
 - b. Describe how the program raised cultural awareness/sensitivity and promoted student immersion in the host culture. Was language training a part of the program?
 - c. Describe program features that fostered community engagement, such as a service-learning component, survey, or other interactive project with the host community.
 - d. Briefly recap course requirements and evaluation criteria. Discuss overall student performance and specific learning outcomes of your program. How well did it fulfill the course objectives outlined in your proposal? What features contributed to this?
 - e. In what ways did the program depart from your original proposal? Were there any unexpected learning outcomes?
 - f. Discuss any shortcomings of the program, as well as the participants' perceptions, impressions and misgivings.
 - g. What tools (such as reflection journals) were utilized to guide and document your students' personal development through their participation in this program?

5. **Faculty evaluation, conclusion, and recommendations of program:**
 - a. Write your personal evaluation of the overall success of the program. Include unexpected problems (such as medical emergencies) and how they were handled, whether or not participant expectations were fulfilled, etc.
 - b. Note two or three strengths of the program that might be repeated in future programs.
 - c. Note two or three challenges or weaknesses that could be changed in future programs.
 - d. Based upon your experience, define ways to solve problems that seem to be characteristic of foreign study programs.
 - e. Include a description of program publicity.

6. **Number and names of participants:**