Responses for "Supplemental Proposal Questions"

Instructions:

If you are proposing a CCAS short-term abroad program or applying for Office for Study Abroad sponsorship, you must complete the following supplemental questionnaire.

If you have accidentally clicked "Yes" on this form and should not be completing it, please contact stap@gwu.edu.

1. Cell and/Home Phone

Please indicate the best phone number(s) where Office for Study Abroad (OSA) staff or your school program administrators can reach you for any questions regarding your proposal or program administration.

No Response

2. Email Address

Please type in the email address you prefer OSA or your school program administrators to use when communicating with you. For security reasons, certain communications may only be sent via GW email.

No Response

3. Department Scheduling

Please identify the first & last name of the individual in your department who is responsible for scheduling courses.

No Response

4. Start date of course (on campus)
Please use the first day your class meets on campus as the start date of the course. (mm/dd/yyyy)

No Response

5. End date of course (on campus)

Please use the last day your class meets on campus as the end date. (mm/dd/yyyy)

No Response

6. Preferred Application Deadline

Please indicate the student application deadline you prefer us to use for your program. For a summer program, the deadline date is typically on or around March 1st. Note: OSA cannot guarantee your application deadline will be this date, but we will take it into consideration when setting the final application date for all short-term abroad programs.

No Response

7. Requested Class Time

Please indicate the day, time, & dates your course will meet. Be sure that the course fits within the standard university time bands. (This information is available on the Office of the Registrar (https://registrar.gwu.edu/academic-scheduling) website.)

Example--
Day: Wednesday
Time: 6:10-8:40pm
Dates: from 1/12/19-3/14/19 and 3/22/19-5/18/19

No Response

8. Classroom Preference

If you have a classroom preference for the times your course meets on campus, please indicate the building and room number. Note: OSA cannot guarantee you will be assigned to this room, but we will request it on your behalf.

No Response

9. Sample Syllabus Upload
Using the sample syllabus provided in the “Resources” section of your application home page, please upload a syllabus for your program. One excellent resource is the Teaching and Learning Collaborative website, which contains information on developing rubrics as well as links to examples from university courses: https://library.gwu.edu/utlc/resources.

10. Sample Itinerary Upload

Please upload a copy of the sample itinerary for your course using the form below.

11. Marketing Efforts

OSA or your school program administrators may promote your program via brochures, websites, and social media. Your participation in the marketing process for this course is integral to the success of the course. Faculty marketing efforts might include: creating a unique flyer for the course, classroom visits, creating a Facebook page or website, promoting the program through listservs, faculty colleagues, or campus communities to which you have access. Please indicate what marketing efforts you will contribute.

12. Course Description for Marketing

Please provide a description (500 words) that may be used to post in marketing materials and your online brochure page.

13. Do you plan to host a student information session?

If you select "yes", a box will appear below. In this box, please indicate the time, date, and location of your info session. Ideally, your info session will take place approximately 2-4 weeks prior to your application deadline.

14. Photo Submissions

Please provide 2 photos that can be used to advertise your program if approved. The photos will be used for websites, brochures & flyers, so only submit photos that GW can have permission to use. You can upload photos by clicking on the folder icon.
15. Blog or Website

If you already made a blog or personal website for your proposed course, please provide the link. We will link to this website when a webpage is created for your proposed short-term abroad program.

If you do not have a website or blog, write "none" in the space provided.

No Response

16. Department Hiring & Payment

Please identify the first & last name of the individual in your department who handles payments and hiring of faculty members.

No Response

17. Do you currently have a university p-card?

If not, a box will appear below. In this box, please indicate if you would like OSA or your school program administrators to help you obtain a p-card or if you plan to obtain one directly through your home department.

No Response

18. Proposed Budget Upload

Using the sample budget provided in the "Resources" section of your application home page, please upload a proposed budget for your program. Be sure to specify which costs are overhead (faculty costs) and which are student costs.

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File_ID=3A750273740477760419047702021C770C7D0E14727F017471777573027103040102057D)

19. Do you want OSA to provide you with a cell phone?

All faculty must have an accessible mobile phone while off campus for safety and security reasons.

No Response