**Guidelines for Developing a**

**2021 Berea International Summer Term (BIST)**

**Course Proposal**

Thank you for considering teaching a BIST course during the first 4-week summer term. Many faculty find teaching an international travel course an extremely rewarding experience. Students often find a BIST course to be the most transformative learning experience of their college years. While preparing and carrying out a BIST course requires significant amount of time and work, faculty enjoy the many benefits of traveling and learning with the students.

**Faculty members should receive the approval of their Department Chair and Division Chair prior to creating a proposal and submit the “Intent to Propose a BIST Course” form as soon as possible and prior December 13, 2019.**

For reasons of health and safety, **two Berea College faculty** members teach / lead each BIST course. In case of student illness or other emergencies requiring the focused attention of one of the faculty members, the other can continue the planned program. In addition, the extra administrative tasks required to take a group abroad are better if shared. As a result, international travel courses encourage creative proposals for interdisciplinary and team teaching. Both BIST instructors are required to travel with the students as a group on the outbound flight as well as the return flight at the end of the course.

When designing the course, faculty should consider assignments and activities that will require students to take full advantage of the location of the course. Cross-cultural, experiential learning assignments that students complete in pairs or groups of three are excellent. Arranging home-stays for students for a portion of the course is another way to help students learn more about their host culture. Faculty members are encouraged to design courses that will fulfill some General Education requirement. The International Perspective and Active Learning Experience are commonly used. Having a BIST count as an ALE is fairly easy: just follow the guidelines “ALE through Education Abroad-BIST” and submit your syllabus to the Director of International Education. However, all Perspectives must be submitted to COGE for approval; having a BIST course proposal approved does not automatically mean that the suggested Perspectives are approved.

An enrollment of at **least 20 students** is required, 22 students is ideal, and a greater number is also possible. This permits as many students as possible to include an international course in their Berea education. BIST courses must enroll at least twenty students by the end of the recruiting and selection process in order to proceed. If enrollment drops to 16 or less between the time of the selection process and departure, the course may be cancelled.

In the interest of keeping the cost of international courses within the reach of all interested students through the use of financial aid, **$5300 or less** is currently the goal when developing the budget for an international course. The Office of Academic Affairs approves all budgets. The expenses for the faculty are covered by the College and are not included in the student budget.

To maximize the international experience, students should spend as much of the first 4-week summer session abroad as is feasible, but **a minimum of twenty-one days is required**. One format that may work well is to spend the first few days of the first 4-week summer term on campus in intensive preparation, followed by three weeks abroad, returning to campus for a few days to complete course work. BIST courses generally take place during the first 4-week block of summer school. Exceptions to this pattern for curricular reasons, or to take advantage of events in the country, will be considered.

Thorough orientation for an international course can make the difference in the success of the experience for both faculty and students. Development of the course should include plans for **at least three orientation sessions** during the preceding term, all of which should be mandatory for students.

**Faculty** members whose BIST course proposals are approved **are required** to attend two **BIST Faculty Orientation** sessions, one in the fall and one in the spring, prior to the course. They are also required to **read and abide by the BIST Instructors Handbook**.

Spouses/Partners and Dependents:

* A Berea teaching faculty member who wishes to have his/her spouse/partner travel with the course is welcome to do so, but such persons must pay his/her own costs.
* Dependents will be considered on a case-by-case basis. Generally, a dependent should be old/mature enough not to distract the attention of the faculty member nor disrupt the students.

BIST proposals will be evaluated by a committee that consists of the Dean of the Faculty, the Provost, the Associate Vice President and Dean of Curriculum and Student Success, the Executive Assistant to the Provost, the Director of International Education, and the Education Abroad Advisor. The committee weighs many things in its deliberations, including:

\* quality of program/curriculum design,

\* safety and security issues,

\* diversity (both regional and in terms of subjects) of BIST course offerings each year and across several years,

\* appropriateness of the proposed instructors vis-à-vis the proposed location, and

\* estimated cost.

Designing a course, doing preliminary plans and obtaining price quotes, and writing the proposal may require anywhere from 5 to 20 hours. If the proposal is accepted, during the fall and spring terms prior to the course, many hours will need to be devoted to advertising the course and holding information sessions, reviewing applications and interviewing students, making the logistical arrangements, preparing the course content, communicating with local contacts and service providers in the target country, coordinating with Health Services for any inoculations required, and helping students acquire visas and holding orientation meetings.

Please contact Richard Cahill, Director of the Center for International Education, if you have questions about offering a BIST course or aspects of developing a course proposal.