



## UIW European Study Center Summer Teaching Application

Starting **January 1, 2017** the new process and policy stated below took effect:

| <i><b>New Process</b></i>  |
|--|
| 1. Complete the UIW European Study Center Summer Teaching Application (see attachment).  |
| 2. Submit application to the Study Abroad Office at least <b>1 year prior</b> to the semester desired to teach.  |
| 3. Committee comprised of two administrators in the International Affairs Department and one full-time faculty will review and approve all applications. |
| 4. Committee is under no obligation to approve an application.   |

  

| <i><b>New Policy</b></i>   |
|--|
| 1. A minimum of eight (8) students, per course, is required for a class to make. If the instructor is teaching two courses or is collaborating with another professor to offer complimentary course, a total of sixteen (16) students are required for both classes to make. |
| 2. Students may be recruited from any outside university, including UIW international sister schools.  |
| 3. Must submit application form, with copy of course outline and syllabus (see attachment).  |
| 4. Deans Approval is required.   |

# ESC Summer Visiting Faculty Application Summer 2018



## Summer 2018 ESC Summer Faculty Application

The UIW European Summer Faculty Selection Committee and Application was established to provide **guidance and support** for UIW faculty wishing to teach at the European Study Center during summer I or II semesters. The selection committee's primary objective is to offer guidance and support, while **ensuring faculty receive the benefit of a collaborative team environment** when developing and implementing their approved course promotional strategy.

In an effort to support faculty wishing to teach at the center, the selection committee will review applications with a specific focus of addressing academic topics common to international study abroad programs, mitigating foreseeable issues and challenges, and collaborating efforts to implement a mutually agreeable promotional strategy to advertise the approved course(s). **The committee is under no obligation to approve the faculty's application;** however, will ensure faculty have all of the necessary information and support to help guide them through this application process.

**Timeline:** Applications should be submitted **no later than one year prior** to the scheduled arrival day.

### Eligibility Requirements:

1. UIW faculty
2. Deans Approval Form
3. Valid Passport or Proof of Passport Application (Passport must be valid 2 years after the intended return)

### A completed application form consists of:

1. Dean approval form (page 3 of 4)
2. Copy of a Valid Passport
3. Copy of course syllabus and outline (Word or PDF document)
4. Explanation of relevant excursions related to course topics – Excursion requests are encouraged; however, requests are not guaranteed (1-2 pages)
5. Recruiting strategy - before and after program (Word or PDF document)

**Judging Criteria:** The UIW European summer teaching selection committee will base the decision utilizing the evaluation guidelines found on page four (4) of this document. All decisions are final.

### Return completed form to:

**Shaylyn Carey**, European Study Center Liaison  
[Agnese-Sosa Living/Learning Center](#) Floor 7 Room 115  
University of the Incarnate Word  
4301 Broadway Street, CPO Box 1188  
San Antonio, TX 78209  
Email: [stcarey@uiwtx.edu](mailto:stcarey@uiwtx.edu)

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## Deans Approval Form

|  |  |
|--|--|
| Today's Date:  |  |
| Faculty Name   |  |
| Course Number  | Title of Course  |
| Have you taught this course in the past?<br>( ) Yes   ( ) No |  |
| <b>TRIP INFORMATION</b>                                      |  |
| Preferred Summer Session (I or II)                           | Dates of Travel  |
| Number of Estimated Students                                 | Do you plan to have your family or significant other visit or accompany you? If so, when and what is total number of family members. |
| <b>FACULTY COMMENTS TO COMMITTEE:</b>                        |  |
|  |  |
| <b>DEAN'S APPROVAL &amp; COMMENTS</b>                        |  |
| Dean's Signature_____  |  |

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**FOR OFFICIAL USE ONLY**

## UIW European Summer Faculty Application Evaluation Guidelines

| Course Title and Summer Session (I or II) |   |                          |                |         |              |                        |
|---|---|--------------------------|----------------|---------|--------------|------------------------|
|   |   | Highly<br>Unsatisfactory | Unsatisfactory | Average | Satisfactory | Highly<br>Satisfactory |
| 1.  | Completed application                         | 1                        | 2              | 3       | 4            | 5                      |
| 2.  | Course Outline & Syllabus                     | 1                        | 2              | 3       | 4            | 5                      |
| 3.  | Deans Approval Form                           | 1                        | 2              | 3       | 4            | 5                      |
| 4.  | Valid Passport                                | 1                        | 2              | 3       | 4            | 5                      |
| 5.  | Explanation of Promotional Strategy (Before)  | 1                        | 2              | 3       | 4            | 5                      |
| 6.  | Explanation of Promotional Strategy (After)   | 1                        | 2              | 3       | 4            | 5                      |
| 7.  | Estimated Number of Students                  | 1                        | 2              | 3       | 4            | 5                      |
| 8.  | Relevance of course to established excursions | 1                        | 2              | 3       | 4            | 5                      |

**Comments:**

**Total Score:** \_\_\_\_\_