# Section 1: About you and your partner

## Name of Applicant and Affiliation

**Name:**

**Department/School (if applicable):**

**College:**

## Applicant’s qualifications and experience

**Language proficiency:**

**Previous international experiences:**

**Have you implemented a GLE/virtual exchange project before (Yes/No)?**

**If “Yes”:**

* **how many GLE/VE projects have you implemented with the same partner?:**
* **how many GLE/VE projects have you implemented with different partner?:**
* **please indicate when you implentented each GLE (starting with the most recent), in which DePaul course, and with which institution (add columns if needed)?:**

|  |  |  |
| --- | --- | --- |
|  | **Project 1** | **Project 2** |
| **Quarter/Academic Year** |  |  |
| **DePaul Course Name/Number** |  |  |
| **Partner Institution (Name, City, Country)** |  |  |

## Name of Partner Faculty and Institutional Affiliation

**Name:**

**Title/Rank:**

**Department/College/School (if applicable):**

**Institution Name:**

**Institution City and Country:**

## Partner faculty’s qualification and experience

**Language proficiency:**

**Previous international experiences:**

## Brief description of the relationship between the participant and the partner faculty

**Describe briefly the nature and history of your relationship with the partner faculty.**

# Section 2: About your GLE project

## DPU Course targeted for GLE

**The course you are considering for your GLE project must be a course that has been approved by the curricular approval processes of your academic unit. You are strongly encouraged to consider a course with a solid enrollment history.**

**Course prefix and number:**

**Course title:**

**Delivery Modality:**  [ ] Face-to-Face [ ] Online [ ] Blended

**Anticipated cohort size:**

**Target date for first GLE implementation (please include academic year and term when you plan to implement this GLE for the first time):**

## Partner Course targeted for GLE

**Course title:**

**Course description:**

**Delivery Modality:** [ ] Face-to-Face [ ] Online [ ] Blended

**Anticipated cohort size:**

**Scheduling information (Including evidence of feasibility of target date based on partner’s institution scheduling):**

## Detailed description of the proposed GLE activities

**Best practices suggest that a successful GLE project should have three distinct phases: a preliminary, empathy building phase; a central phase devoted to content related activities; and a reflection phase that allows students to process the intercultural competence component of the experience.**

**Give a detailed and thorough description of the planned GLE activities for each phase of the project, addressing each of the following:**

1. **What your students will exactly DO in each phase of the project (please be extremely clear and specific):**
2. **Delivery modality of the activities (e.g. synchronous class-to-class meetings, synchronous group meetings outside of class time, asynchronous discussions, asynchronous document building/editing, etc) and the technology tools/platforms that will be used:**
3. **Any specific deliverable(s) that the students will produce, if applicable, in each phase of the project:**
4. **Total length of project and length of each phase:**

|  |  |
| --- | --- |
|  | **Length (in weeks)**  |
| **Empathy building phase** |  |
| **Content-related phase** |  |
| **Reflection Phase** |  |
| **Total length of the project (must be at least 5 weeks)** |  |

## Consideration of key factors

**Give a detailed and thorough description of how your proposed GLE activities address the following key factors and how you intend to prepare your students:**

1. **Language (please address potential differences in language proficiency):**
2. **Cultural differences (you may find helpful the guide available** [**here**](https://drive.google.com/file/d/10kdIuTyK2z90q0zLP0pV3sOlQePF6j6p/view)**):**
3. **Time zone difference:**
4. **Difference in academic calendars:**
5. **Student Accountability (how will you and your partner keep students accountable for completing the GLE project):**

## Learning outcomes of the proposed GLE project and their assessment

**Best practices suggest that a successful GLE project should have learning outcomes that span both the subject matter of the course and intercultural competence. At DePaul, the overarching goal that addresses intercultural competence is Univeristy Goal 4, restated below for your convenience.**

*Intercultural and Global Understanding*

This goal speaks to the likelihood that, in our diverse and increasingly interdependent world, the future depends on individuals being able to learn from each other and make the best use of finite resources.

***Outcomes:*** DePaul graduates will demonstrate:

* Respect for and learning from the perspectives of others different from themselves.
* Knowledge of global interconnectedness and interdependencies.

Knowledge to become a steward of global resources for a sustainable future.

**In the following table, please list the learning outcomes of the proposed GLE project and how they will be assessed. For learning outcomes that map to/align with University goal 4, please provide a brief explanation of such alignment. (Add/delete rows as needed)**

|  |  |  |
| --- | --- | --- |
| **Learning outcome** | **Assessment method** | **Alignment with University Goal 4** (if/where applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

## Future Collaboration

**Describe possible future plans for the planned collaboration, including repetition of this GLE:**

**Can/will it be possible to incorporate a short-term study abroad program with the GLE activities?**

# Section 3: Additional required documents

**Statement of Commitment**

Please obtain a letter of commitment from your faculty partner and submit it with this application.

The letter must include:

* a clear statement of commitment to the GLE project,
* information about the course (name/number) in which GLE will be implemented,
* proof of awareness of the tentative timeline of implementation of the GLE.

# A Note on Funding

Funds to support the initial design and implementation of your GLE project may be available. The main purpose for GLE funding is to strengthen the relationship between the two faculty members by allowing them to visit each other’s institutions, with the ultimate goal of improving the student experience through the collaborative GLE project. GLE funds are not aimed at supporting faculty research activities, which may be pursued through different funding channels. If you are interested in applying for funding, please check the box below and complete Section 4. Both the funding application and GLE application must be submitted at the same time to gleprogram@depaul.edu by the respective deadline).

* I am applying for GLE-specific funding.

# Section 4: GLE Project Funding Request

## Part 1. GLE Funding Guidelines:

The Comprehensive Internationalization Committee (CIC) may approve funding for eligible expenses (see below) for the first implementation of a proposed GLE up to $3,500.

## Admissible GLE-related expenses:

* Travel expenses to visit partner faculty/institution as follows:
* Round trip airfare (economy class)
* Hotel stay: up to five nights maximum
* Local transportation (e.g. train/taxi between airport and hotel).
* Purchase of technology specifically needed for implementation of project, such as a headset or a webcam (up to $100/each).
* Purchase of other specific learning materials required for project.
* If appropriate for the GLE project, up to $200 of the available funds can be used for relevant site visits, such as entry fee to a historical site.

## Non-Admissible GLE-related expenses:

* Laptops/tablets/iPads
* Daily meals or alcohol
* Textbooks
* Equipment or materials for partner faculty/students

## Usage of funds:

* Funds will only be available for usage within 18 months from the proposal approval date.
* GLE funds are disbursed only in the form of reimbursement to the DePaul faculty member for admissible, pre-approved expenses related to the project. All purchases must be made by the DePaul faculty member only. Reimbursement will be made upon the submission and approval of appropriate documentation.
* If approved by the Global Engagement office and the budget allows for it, both travel for the DePaul faculty member to visit partner institution and for the partner faculty to visit DePaul are allowed (certain visa restrictions may apply for non-US passport holders).
* GLE funds cannot be used for purchasing flight insurance or flight cancellation insurance.
* University Procards cannot be used for GLE related expenses.

## Important notes:

* Academic Affairs reserves the right to deny reimbursement for non-eligible expenses. If you are unsure of the eligibility of a planned expense, please contact Rosi Leon at rleon1@depaul.edu.
* Purchases of any durable goods will be considered as additional taxable income and as such, subject to applicable tax withholding. Such withholding will automatically take effect upon processing of the reimbursement.

## Part 2. GLE Funding Application:

To apply for GLE funding, please specify in the table below:

1) the type of expense

2) the estimated cost for each expense

3) the rationale for each expense (how will the expense enrich the student experience through the collaborative GLE project).

For travel expenses, please list items separately (e.g. flight, hotel, including number of nights, etc., with approximate total for each item. (Add/delete rows as needed)

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Estimated cost in US $** | **Rationale for the expense** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total:(cannot exceed $3500) |  |  |

## Additional Funding details:

Faculty whose GLE is approved and successfully implemented at least once are eligible for additional funding as follows:

* $500 for each additional iteration of the GLE, up to 3 times (e.g., up to $1500 total)
* The $500 will be awarded in the form of a one-time payment, administered by the office of Global Engagement, once the following occurs:
* The faculty member completes the “GLE Faculty Survey,” administered by the Office of Global Engagement via Qualtrics, after each GLE iteration; and
* The faculty member attends the required debriefing session (with GLE team) after each GLE iteration.