

**Request for Proposals**

International Education Week Committee Faculty Mini-Grants

“Globalizing Your Course”

2017-2018

**Proposal Submission Deadline: Friday, November 3, 2017****Administered by:** International Education Week Committee and the Center for Teaching Excellence**Funded by:** USC Global Carolina, Office of the Provost**Inquiries:** Julie Medlin - [MEDLIN3@mailbox.sc.edu](mailto:MEDLIN3@mailbox.sc.edu)**Proposals Sent to:** Review Committee [IntlEdWeek@sc.edu](mailto:IntlEdWeek@sc.edu)**Purpose:**

USC’s Global Carolina, the International Education Week (IEW) Committee, and the Center for Teaching Excellence (CTE), with the support from the Office of the Provost, invite full-time and adjunct faculty to submit proposals to internationalize/globalize an existing course. This grant was initiated by the International Education Week committee in effort to align with and support the Global Carolina Circling the Globe Strategic Plan. The goal of the IEW Faculty Mini-Grants is to assist faculty in developing and implementing globally themed content into current courses, for the purpose of incorporating sustainable international education into the curriculum. Faculty are encouraged to create disciplinary and cross-disciplinary course modules, activities, projects, and other course materials that implement the globalization of course content using pedagogical best practices.

**Key Terms:** In this RFP, the terms *globalization* and *internationalization* are used to explain the “process by which international elements are infused into course content, international resources are used in course readings and assignments, and instructional methodologies appropriate to a culturally diverse student population are implemented.” (Schuerholz-Leher, 2007)

**Rationale:**

USC Global Carolina, the International Education Week Committee, and the Center for Teaching Excellence encourage and support the globalization of course materials and the use of pedagogical best practices that will:

- Develop sustainable course syllabi with cross-cultural and international themes
- Broaden the cultural lens of student learning through the use of appropriate pedagogical tools and improved learning experiences
- Develop course materials, classroom activities, assignments, experiences, or other learning materials that integrate globalized, course-specific learning outcomes and competencies, while encouraging an authentic, engaging learning environment

**Eligible Principal Instructors:**

Any full-time faculty or adjunct faculty member at USC Columbia or the Palmetto College campuses (Extended University, Lancaster, Salkehatchie, Sumter, and Union) is eligible to apply. Faculty may receive funding for only one course per grant cycle.

**Funds:**

For this pilot grant program, two (2) \$500 grants are available for the purpose of developing a sustainable globalized course design. Funds are available as a salary supplement only and not to be used for “one-time only” course experiences (field trip, guest lectures, etc.) unless that activity/resource can be made sustainable beyond the grant cycle.

**Application Requirements:**

To apply, submit an application that includes the application cover sheet, a one to two page proposal, and a current CV. The proposal should include the following information:

1. The goals of the planned changes to the course/syllabus and relationship to (or incorporation into) the course learning outcomes
2. A description of how the implementation of globalizing the course will occur
3. How the method or framework benefits the course/curriculum objectives, academic unit, and/or the university’s global learning initiative
4. An expected timeline of the faculty member’s process for developing course changes (see timeline below)
5. Signed letter of intent, indicating proof that course will be taught in Fall 2018 or Spring 2019.

**Proposals will be evaluated by the following criteria:**

- Completeness of application and conformity to guidelines
- Clear and pedagogically appropriate rationale for globalizing the course
- Clear and pedagogically sound globalized learning outcomes or competencies
- Likelihood that the course will enhance the quality or extend the reach of globalized or internationalized curricula
- Feasibility of completing the course changes in the time proposed
- Likely impact and sustainability of the proposed course changes

**Requirements of Grant Recipients:**

- Submit final course syllabus to be included in a set of Global Learning Resources housed in the CTE’s online teaching resources
- Administer to course students a pre- and post- “globalization” assessment developed by the IEW Committee, and on a timeline determined by the committee
- Present course changes, improvements, “lessons learned” or other related content at the CTE’s 2018 “Oktoberfest – A Symposium on Teaching” (date TBD)
- **Timeline:**
  - September 2017 – Call for proposals
  - September 2017 – “Globalizing Your Course Design” informational workshop at CTE
  - IEW Grant Committee selects grant winners and announces awardees during International Education Week (November 13 – 17, 2017)
  - Spring/Summer 2018 – Faculty Grant Awardees develop course changes and prepare content; Half of Grant Award funds transferred to appropriate departments
  - Fall 2018/Spring 2019 – Faculty Grant Awardees implement globalized syllabus and complete grant requirements, and receive second half of Grant Award funds transferred

**More information on** globalized syllabi, content, activities or materials will be discussed at the “Globalizing Your Course Design” workshop at the CTE on September 28, 2017 (additional workshops TBD). Also, attending a Carolina Intercultural Training or other similar workshop in the CTE on a global, international, or intercultural topic prior to implementation is encouraged.

**Completed applications must be received by November 3, 2017. Applications must be sent electronically to [IntlEdWeek@sc.edu](mailto:IntlEdWeek@sc.edu).**

Awards will be announced on or before November 17, 2017 during International Education Week.

**IEW Faculty Mini Grant Application Cover Sheet**Application Deadline: **November 3, 2017, 5:00PM**

Applicant's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

**Applicant status (check all that apply):**

FT tenure/track    
  FT instructor/lecturer    
  Adjunct    
  Other \_\_\_\_\_

School / College: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unit Budget Manager's Name and Contact Information:

\_\_\_\_\_

Department Chair: \_\_\_\_\_

Title and Course Designator of the course proposed for globalizing the course design, developed through this grant process:

\_\_\_\_\_

**Type of Course (Check All That Apply):**

- Traditional Course  
 Distributed Learning Course  
 Undergraduate Course  
 Graduate Course  
 Course Required for Majors  
 Course for Honors College  
 Course for Carolina Core/Non-Majors  
 Course for Palmetto College

Semester/Year of Planned Course Offering: \_\_\_\_\_

Anticipated Enrollment: \_\_\_\_\_ First Delivery \_\_\_\_\_ Annually \_\_\_\_\_

Has this course been associated with any prior course-development grant funding from the Office of the Provost or CTE? Y / N If Y, please provide details.

\_\_\_\_\_

\_\_\_\_\_

Have you received *any* prior course-development grant funding from the Office of the Provost or CTE? Y / N If Y, please attach documentation of project completion.

\_\_\_\_\_

\_\_\_\_\_

**Please describe your proposal in 1-2 pages, including the following information:**

- The goals of the planned changes to the course/syllabus and relationship to (or incorporation into) the course learning outcomes
- A description of how the implementation of globalizing the course will occur
- How the method or framework benefits the course/curriculum objectives, academic unit, and/or the university's global learning initiative
- An expected timeline of the faculty member's process for developing course changes (see timeline below)
- Signed letter of intent with departmental endorsement, indicating proof that the course will be taught in Fall 2018 or Spring 2019.

**The completed application packet should include:**

1. The Application Cover Sheet (*see previous page*)
2. A one to two page proposal including the information described above and in the Request for Proposals.
3. Applicant's current C.V.
4. A signed letter of intent with departmental endorsement, indicating proof that the course will be taught in Fall 2018 or Spring 2019 (*see following page*).

**Please send application packets electronically to [IntlEdWeek@sc.edu](mailto:IntlEdWeek@sc.edu).**

**Completed applications must be received by November 3, 2017.**

**Letter of Intent and Departmental Endorsement**

To the Chair, Director, or Dean:

I am applying for the International Education Week Faculty Mini-Grant, a grant proposal for globalizing a course design, offered by Global Carolina in the Provost's Office and administered through the Center for Teaching Excellence. I am requesting your endorsement and support for this course redesign.

**International Education Week Faculty Mini-Grant  
Spring 2018 – Spring 2019**

I wish to develop and redesign the following course:

**Title and Course Designator:**


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Type of Course (Check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Traditional course          | <input type="checkbox"/> Course required for Majors          |
| <input type="checkbox"/> Distributed Learning course | <input type="checkbox"/> Course for Honors College           |
| <input type="checkbox"/> Undergraduate course        | <input type="checkbox"/> Course for Carolina Core/Non-Majors |
| <input type="checkbox"/> Graduate course             | <input type="checkbox"/> Course for Palmetto College         |

Semester/Year of Planned Course offering: \_\_\_\_\_

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Applicant Signature

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Date

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Applicant Print Name

**Academic Unit Endorsement (required for application to be considered):**

I certify that I support the proposed project and to the best of my ability will ensure the course is offered during Fall 2018 or Spring 2019 semester.

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Chair, Director, or Dean Signature

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Date

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Chair, Director, or Dean Print Name

**Application Deadline: November 3, 2017, 5:00PM**

Submit completed form to [IntlEdWeek@sc.edu](mailto:IntlEdWeek@sc.edu).