**ZSEIFS APPLICATION CHECKLIST**

* **Finances/cost share** (pg. 1)
* **Department head and dean signatures** (pg. 1)
* **Applicant sign-off** (pg. 3)
* **Completed application questions** (pp. 4-5)
* **Reading list** of five (5) seminal works in your field that connect to Cuba. Ideally these works will have broad appeal. Please include an explanation of the relevance of each work selected in relation to your discipline in the context of Cuba. (pg. 5).
* **List of at least three (3) scholars *or* types of scholars** you wish to contact and provide an explanation of how each will fit into your goals for the ZSEIFS (pg. 6).
* **Goals for each of the following areas: course enhancements, scholarship, and IYO contributions** (pp. 6-9)
* **Current comprehensive CV**, including complete list of publications.

After award notification and confirming acceptance, participants will be asked to provide:

* **Abbreviated CV spanning the last five (5) years, not to exceed two (2) pages**
* **Spring 2018 teaching schedule**
* **WKU 800 ID #**
* **Copy of passport (in color)**

**ZSEIFS APPLICATION INFORMATION**

**ZSEIFS 2018 DATES: May 13 – May 28, 2018\*
\*Estimated dates; program dates have not been set.**

**SUBMISSION DEADLINE: October 17 COB**

**HOW TO SUBMIT: Application and all materials should be emailed to** **internationalization@wku.edu** **with ZSEIFS in the subject heading.**

**SELECTION ANNOUNCEMENT: Selections will be announced by the conclusion of the fall semester.**

 **ZSEIFS CUBA APPLICATION 2018**

***Historically MAC users have experienced technical issues when completing this form. Should you experience technical difficulties, we recommend completing the application using a PC.***

**APPLICANT INFORMATION**

**Department/School:** Click here to enter text. **College:** Click here to select a college

**Job title/Rank1:** Click here to enter text.

1Tenure not required for consideration.

**Passport Expiration Date2:** Click here to enter a date.

2*Must be valid six months post program end date. If you do not have a passport, leave blank. Be prepared to acquire one upon acceptance.*

**FINANCIAL INFORMATION FOR APPLICANT, DEAN, & DEPARTMENT HEAD**

**It is the faculty member’s responsibility to share all information related to the ZSEIFS with the relevant Dean or** **Department Head.**

**Program Fee:**

* **Faculty will be asked to secure $1,700-$2,0003 from departmental, college, or other university sources.** OIP will cover the remaining program costs.
* **Faculty with administrative responsibilities (e.g., deans, department heads, vice-presidents) will be asked to secure $2,300-$2,7003** in cost sharing from departmental, college, or university sources and clearly articulate how their participation will impact their department or college (see Section I, question 5a in application).

3 The final program fee will be finalized prior to the application deadline.

|  |
| --- |
| **MATCHING INDEX**: For budget transfer purposes, please provide the index/account number(s) and the amount to be transferred from each. OIP will initiate the transfer of funds after participants are selected and confirm acceptance.  |
| **Unit (Department/College):** | **Matching Index #:** | **Account #:** | **Amount Committed:** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

***Note to Deans and Department Heads****: Funding will need to be transferred before departure for the in-country program. OIP reserves the right to request reimbursement of funding from the academic department/unit should a participant fail to meet the program’s obligations.*

**DEPARTMENT HEAD AND DEAN SIGNATURES**

|  |
| --- |
| **ELECTRONIC SIGNATURES**: Email confirmations from Deans or Department Heads are also acceptable. |
| **DEAN APPROVAL** | Sign/type here: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean’s Signature Date[ ]  Electronic Signature Verification (Checking the box and typing name serves as verification of the electronic signature) |
| **DEPARTMENT HEAD APPROVAL** | Sign/type here: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Head’s Signature Date[ ]  Electronic Signature Verification (Checking the box and typing name serves as verification of the electronic signature) |

 **ZSEIFS INFORMATION**

The **Zuheir Sofia Endowed International Faculty Seminar** (ZSEIFS) is an intensive academic program with a focus on a single country/world region. Administered by the Office of International Programs (OIP), the ZSEIFS is designed to both complement WKU’s International Year Of… (IYO) series and provide a lasting impact on the WKU campus through the internationalization of the curriculum, research, and academic programming of the University. The seminar is intended to cultivate interdisciplinary connections among the faculty participants and to seed sustainable engagement with a target country.

**OBJECTIVES OF THE ZSEIFS:**

* Provide an opportunity for faculty to engage in an interdisciplinary dialogue centering on the target country/region.
* Internationalize curriculum, especially Colonnade Courses, by offering faculty members an in-country experience and the opportunity to develop country-specific content, lecture, modules, etc.
* Encourage strengthening and development of new international partnerships/collaborations for research, creative activities, teaching, or exchange.
* Encourage the creation of new courses, modules in existing courses, and occasional assignments and references in the full spectrum of courses as a result of this experience.

As they relate to the IYO:

* To position a core group of faculty members to successfully lead their respective colleges and the WKU campus in engaging with the selected country/region.

 **APPLICANT SIGN-OFF** – ***Please read carefully.***

With my signature on this application, I indicate my willingness to:

**PRE-TRIP**

* Ensure that I will not be teaching a class (including online classes) during the ZSEIFS in-country experience to allow my full participation;
* Provide a complete and accurate spring semester teaching schedule to facilitate the scheduling of the ZSEIFS preparatory meetings by associated deadline;
* Attend and actively participate in all bi-monthly preparatory meetings and sessions during the spring semester leading up to the ZSEIFS. A schedule of meeting dates and times will be provided to each participant by OIP upon announcing selections;
* Complete all assignments and activities related to preparatory meetings by deadlines indicated;
* Develop and submit a comprehensive bibliography by the associated deadline. The ZSEIFS leaders will determine the deadline and communicate it to selected participants;
* Contribute to the ZSEIFS itinerary by developing contacts and helping to secure plans for meetings/events/activities while in-country that would meet both my own professional development goals and the objectives of the ZSEIFS;

**IN-COUNTRY**

* Participate in all activities and events unless prevented by illness or injury;

**POST-TRIP**

* Complete the Post Program Evaluation by no less than 30 days after the ZSEIFS’ conclusion;
* Add substantial target-country content into courses taught as proposed\* and share transformed syllabi;
* Contribute to the successful implementation of the IYO program in at least two (2) of the following ways:
	+ Lead a faculty-led study abroad program to the target region/country
	+ Conduct and present research related to target region/country for campus audience
	+ Coordinate and carry out at least two events (one of which must occur during International Education Week) in the following academic year with the intention of engaging one or more of the following groups: faculty, staff, students or community
	+ Assist in the hosting of guests related to IYO program
* Provide updates to my goals list, once within 60 days of completing the in-country portion of the ZSEIFS, once at twelve (12) months post-program, and once at three (3) years post-program, detailing my progress towards each goal I have outlined and my contribution to the IYO calendar.
* Present on ZSEIFS experience either to my home department and at least one other academic department or at a college meeting by October 1, 2018.

I understand that these goals and the subsequent updates will be shared with my dean, department head, and any other co-sponsoring units. Additionally, I have read and am aware of the physical demands that may be placed on me should I be selected to participate in the ZSEIFS and certify that I am capable of meeting those requirements (See [ZSEIFS website](http://www.wku.edu/zseifs/)). I understand that should I fail to meet my obligations—whether pre-, during, or post-ZSEIFS, OIP will regretfully remove me from the program and/or request reimbursement of funding.

***NOTE: Children/dependents are not permitted to accompany ZSEIFS participants during the in-country experience. Participants are welcome to remain in-country after the ZSEIFS at their own expense.***

Signature of Applicant Date

\*While we expect participants to incorporate target country content into their courses during the relevant International Year Of…, we also expect these course enhancements to be long-term. Meaning, ZSEIFS alums should utilize target country content in their courses for multiple years following their participation.

**SECTION I. ZSEIFS APPLICATION QUESTIONS**

*Please provide answers to the following questions.*

**International Experience**

1. Have you traveled to or visited countries outside the U.S.? [ ]  NO [ ] YES
	1. If so, please list the countries and the approximate duration of your stay. Also, please indicate if travel was for work or personal.

Click here to enter text.

**Language Abilities**

1. If you speak, read, or write a modern language other than English, please list both the language(s) and your level of fluency (fluent, moderate, passive) in the areas of reading, writing, and speaking.

Click here to enter text.

**University Internationalization**

1. How have you, whether through your research, teaching, or co-curricular programming, contributed to the internationalization of this or other universities of which you have been a part? *(limit answer to 200 words)*

Click here to enter text.

1. Have you received funding from OIP before? [ ] NO [ ]  YES
	1. If yes, please list total amount of OIP funding and year(s) awarded and describe the outcomes that resulted from your prior award(s). *(limit answer to 200 words)*

Click here to enter text.

**ZSEIFS Participation**

1. Given the stated [objectives of the ZSEIFS (page 2)](#Objectives), why are you a strong candidate for this program? If you are a department head or dean, please include in your response how your participation will impact your department/college. *(limit answer to 300 words).*Click here to enter text.

NOTE: In Sections V – VII, you will be asked to describe your long-term ZSEIFS goals, which include course enhancements, scholarship, and your anticipated contributions to the International Year of Cuba. Department heads or deans should address how their participation will impact their college/department and lead to significant and sustainable expansion of international programs within their respective units.

1. The expectation is that the ZSEIFS will *sustainably* *internationalize* the teaching, research, and service of faculty participants. How will participation in the ZSEIFS enhance your teaching and scholarship over the long-term? Please be specific. If you answered YES to Question 1, please include in your response why it is important for you to participate in the ZSEIFS. If you answered YES to Question 4, please include how your participation in the ZSEIFS will advance your previous or current *international* scholarship or launches a new, different initiative that aligns with your long-term professional goals. *(limit answer to 300 words)*

Click here to enter text.

 **SECTION II. READING LIST**

Please list five (5) seminal works in your field that connect to Cuba. Ideally these works will have broad appeal. Please include an explanation of the relevance of each work selected in relation to your discipline in the context of Cuba.

1. Click here to enter text.
Explanation: Click here to enter text.
2. Click here to enter text.
Explanation: Click here to enter text.
3. Click here to enter text.
Explanation: Click here to enter text.
4. Click here to enter text.
Explanation: Click here to enter text.
5. Click here to enter text.
Explanation: Click here to enter text.

**SECTION III. CONNECTING WITH SCHOLARS IN-COUNTRY**

Please list at least three (3) scholars *or* types of scholars, experts, diplomats, non-governmental organizations, or other peoples and groups you wish to contact and provide an explanation of how each will fit into your goals for the ZSEIFS. You are strongly encouraged to identify specific individuals. However, should language barriers make the identification of specific individuals impossible, applicants may simply list the types of individuals they wish to connect with in Cuba.

ZSEIFS Cuba will incorporate visits to the universities below.  Those interested in participating should take some time to familiarize themselves with those universities--particularly the programs/departments that align with your area of expertise as well as any administrators, faculty or other staff that would be of value to connect with.  Although the ZSEIFS Cuba itinerary has not yet been finalized, applicants are also encouraged to explore other universities (and potential contacts) within Havana, Cienfuegos, Santa Clara, and in other areas of Cuba as participants will have time—whether during or after the program—to visit other locations.

*Please note that not all institutions in Cuba, including universities, have web pages. Some only maintain Facebook pages. Among those that do, load times are slow.*  For a more comprehensive list of Cuban universities in areas we will visit, please contact Dr. Andrew McMichael (andrew.mcmichael@wku.edu). *If you experience any technical difficulties or issues accessing webpages while researching Cuban universities, please contact the IT Help Desk: 5-7000.*

**Cuban Universities:**

Cienfuegos School of Tourism
Central University of Las Villas, Santa Clara
University of Cienfuegos
University of Havana

1. Click here to enter text.

Explanation: Click here to enter text.

1. Click here to enter text.
Explanation: Click here to enter text.
2. Click here to enter text.
Explanation: Click here to enter text.

**SECTION IV. ADDITIONAL MATERIALS**

In order to complete the application process, **please submit a current comprehensive CV** that includes a complete list of publications.

**SECTIONS V-VII: ZSEIFS GOALS - TEACHING, SCHOLARSHIP, & IYO CONTRIBUTIONS**

**Sections V-VII Instructions:** Fill out  *the first row of each section* as part of the application process. Participants are expected to provide updates on progress towards these goals 60 days post- ZSEIFS, 12 months post-ZSEIFS, and 3 years post-ZSEIFS. Refer to the [**Objectives of the ZSEIFS**](#Objective)listed under Application Information (page 2) as a guide for developing your individual goals.

**SECTION V. TEACHING**

On page 7, please list the courses that you intend to enhance with target-country content. These courses should be taught regularly.

When providing post- ZSEIFS updates, please note how you permanently internationalized the curriculum, how many times the course has been taught, and the approximate total number of students enrolled.

 **For department heads or deans** teaching one or no courses, please include how you plan to leverage your experience so that faculty in your department or college can incorporate target-country content into their own courses.

**SECTION V. TEACHING continued…**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name/Title** | **# of sections offered per semester** | **Semesters course is offered (click all that apply)** | **Average # of students per course** |
| Click here to enter text. | Click here to enter text. | [ ] FALL [ ] SPRING  | Click here to enter text. |
| **PLAN TO INFUSE COURSE WITH TARGET COUNTRY CONTENT:**  |
| **At time of application** | Click here to enter text. |
| **60 DAYS POST-ZSEIFS** |  |
| **12 MONTHS POST-ZSEIFS** |  |
| **3 YEARS POST-ZSEIFS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name/Title** | **# of sections offered per semester** | **Semesters course is offered (click all that apply)** | **Average # of students per course** |
| Click here to enter text. | Click here to enter text. | [ ] FALL [ ] SPRING  | Click here to enter text. |
| **PLAN TO INFUSE COURSE WITH TARGET COUNTRY CONTENT:**  |
| **At time of application** | Click here to enter text. |
| **60 DAYS POST-ZSEIFS** |  |
| **12 MONTHS POST-ZSEIFS** |  |
| **3 YEARS POST-ZSEIFS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name/Title** | **# of sections offered per semester** | **Semesters course is offered (click all that apply)** | **Average # of students per course** |
| Click here to enter text. | Click here to enter text. | [ ] FALL [ ] SPRING  | Click here to enter text. |
| **PLAN TO INFUSE COURSE WITH TARGET COUNTRY CONTENT:**  |
| **At time of application** | Click here to enter text. |
| **60 DAYS POST-ZSEIFS** |  |
| **12 MONTHS POST-ZSEIFS** |  |
| **3 YEARS POST-ZSEIFS** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name/Title** | **# of sections offered per semester** | **Semesters course is offered (click all that apply)** | **Average # of students per course** |
| Click here to enter text. | Click here to enter text. | [ ] FALL [ ] SPRING  | Click here to enter text. |
| **PLAN TO INFUSE COURSE WITH TARGET COUNTRY CONTENT:**  |
| **At time of application** | Click here to enter text. |
| **60 DAYS POST-ZSEIFS** |  |
| **12 MONTHS POST-ZSEIFS** |  |
| **3 YEARS POST-ZSEIFS** |  |

 **SECTION VI. SCHOLARSHIP & CREATIVE ACTIVITIES**

How will your participation in the ZSEIFS contribute to your research, creative activities, service, and/or co-curricular programming over the long-term? When describing your goals, include where possible anticipated, tangible outcomes such as research projects, publications, creative works.

**For department heads or deans**, please include at least one goal that will impact your department/college.

Updates should include information on progress towards completion. Summarize the impact of the event/project and, where applicable, detail any longer term outcomes that may have been sparked by event/project.

***Please note you will address your IYO goals in the next section.***

**GOAL 1:**

**At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS:**

**GOAL 2:**

**At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS:**

**GOAL 3:**

**At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS:**

 **GOAL 4:**

**At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS:**

**SECTION VII. International Year Of…**Please describe the way(s) in which you plan to contribute to the [IYO](http://www.wku.edu/iyo/). Examples of past IYO events may be found at [wku.edu/iyo](http://www.wku.edu/iyo/).

Updates should include information on progress towards completion. Summarize the impact of the event/project by listing the number of participants, the objectives met, or other standard indicators. Where applicable, detail any longer term outcomes that may have been sparked by the event or project.

**1. At time of application: Present to either home department and at least one other academic department  *or* present at a college meeting by no later than Oct. 1, 2018.\****\*All ZSEIFS participants are asked to carry out this activity as part of their IYO contribution.*

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS** (if applicable)**:**

**2. At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS** (if applicable)**:**

**3. At time of application:** Click here to enter text.

**60 DAYS POST-ZSEIFS:**

**12 MONTHS POST-ZSEIFS:**

**3 YEARS POST-ZSEIFS** (if applicable)**:**

**SECTION VIII. MISCELLANEOUS UPDATES**

**NOT REQUIRED AT TIME OF APPLICATION.**Use this section only as needed to provide your post-ZSEIFS updates. Many participants have activities that emerge throughout their ZSEIFS experience that are worth noting or tracking but that do not fall into the application categories.