

INSTITUTIONAL PROPOSAL GUIDELINES FOR HOSTING A SCHOLAR

The following items must be included in the *Institutional Proposal*:

- Completed and signed *Institutional Proposal Cover Sheet* that confirms arrangement
- Three-five page *Program Proposal*
- Appendix referencing proposed faculty mentors with short paragraph describing their research interests and areas of expertise and who will be available on campus from July through September 2012

Program Proposal – address the following areas:

- Describe the substantive, as well as cultural activities and instructional content proposed for the Iraqi Fulbright scholars at the host institution and any other venues. Remember that the programming should expose scholars to curriculum/instructional design; new teaching methods, including the use of technology in the classroom; academic governance; assessment; leadership; and educational administration.
- List names and positions of host institution personnel designated to provide programmatic and logistical support to the scholars. (Programmatic personnel may also serve as faculty mentors, if appropriate.)
- Discuss the suitability of your campus for hosting and programming Iraqi Fulbright scholars, e.g., relevant expertise in subject areas, prior experience hosting or collaborating with Middle Eastern scholars or institutions, etc.
- Discuss your institution's plans for follow-on activities with the scholars.
- Address the anticipated outcomes and benefits for the scholars, as well as for your institution.
- Describe the role and structure of the mentor/scholar relationships to be established. Mentors must meet a minimum of once per week with mentees for the duration of the program. Please indicate the types of activities the mentor and mentee will pursue together.
- Address how hosting Iraqi Fulbright scholars furthers your institutional objectives.
- Describe the housing facilities available on/off campus to be provided for the Iraqi scholars. Please indicate the cost of housing per scholar for the

duration of the program. (CIES can reimburse only up to \$4,500 per scholar for housing costs.)

- Submit a notional calendar of proposed substantive and cultural program activities.
- The proposals must clearly address which mechanisms (e.g. host family network, community and/or campus volunteers) will be employed to assist with cultural exchange objectives.

Examples of Possible Scholar Activities Include:

- Observing and participating in classroom instruction, service learning opportunities, undergraduate research mentoring
- Participating in faculty development seminars in use of instructional software, teaching methodologies, and research approaches
- Participating in seminars or colloquia
- Meeting with the management/administration of the host institution and with professionals in the community
- Consulting on curriculum development
- Participating as a resource on Iraq and Iraqi higher education for faculty, administration and student groups
- Receiving training in the use of relevant laboratory equipment or software applications where applicable and in the use of library resources, including on-line resources, and new media technology for teachers

Institutional Roles and Responsibilities:

Prior to the scholars' arrival, host institutions should:

- Communicate frequently with scholars about the proposed program activities, institutional and residential facilities, the local community and its facilities
- Arrange suitable housing on or near campus in apartment-style accommodations
- Designate persons responsible for administrative and program details

- Designate a faculty mentor for each scholar. He/she should contact the scholar in advance of his/her arrival.
- The proposals must clearly address which mechanisms (host families, volunteers, etc.) will be employed to engage the scholars with the broader community and heighten their exposure to the U.S. culture.

During the period of the program:

- Meet regularly with scholars to address any concerns and review progress, and inform CIES of any issues
- Communicate regularly with CIES and inform CIES immediately of any concerns regarding the success of your program.
- Arrange for or suggest leisure and enrichment activities on campus or in the community and provide transportation and accompany as necessary

Upon the conclusion of the program:

- Maintain communication and collaboration with the scholars after their return to Iraq