

Montgomery College
Program Location: _____
Program Date: _____

Professional Development Proposal to Use Travel EAP or PDAP

As part of the continuing effort to advance the Montgomery College Study Abroad goal of providing distinctive learning experiences and professional development that foster lifelong success, we seek MC employees' (faculty, staff and administrators) participation in short-term study abroad and in-country study/travel. The market for short-term and study/travel programs has grown dramatically; and recent data shows that more than half of all students studying abroad participated in short-term programs (NAFSA). Study Abroad, and various disciplines have partnered to create the short-term study abroad and in-country study/travel programs. The present programs are the **"Harriet Tubman Byway In-Country Study/Travel: Exploring the Underground Railroad"** program, to occur March 11 and 12, 2023; and the short-term study abroad **"Trinidad and Tobago"** program to occur June 10—24, 2023. For additional details on these and expected future program offerings, visit the MC Study Abroad and International Education website at www.montgomerycollege.edu/studyabroad.

MC employee participants are strongly encouraged to bring forth well-considered studies and projects; this is meant to improve overall learning experience, International competence, and subsequent professional development. In addition, program participants will benefit from the shared knowledge that faculty, staff, and administrators bring; we encourage spontaneous lectures and feedback.

The purpose of this Proposal/Questionnaire is to prepare MC employees for expected professional engagement while at the overseas location. Proposals are reviewed by a Study Abroad Committee, and an interview with the Study Abroad Coordinator will follow. It is essential for the Proposer to share their proposal with any supervisor, in order to avoid scheduling conflicts. We would like to accommodate everyone, and will do our best to do so. However, it is recommended that the proposal be submitted as soon as possible, by completing the second part of this form, "Professional Development Proposal and Questionnaire Submission." Thank you for your support and interest in the program!

TIMELINE ITEMS (Contact Gregory Malveaux for due dates as timelines vary with program offerings):

- **Call for Proposals Issued**
- **Informational / Q & A session** (if provided)
- **Proposal Submission Deadline** –Sent by email to Gregory.Malveaux@montgomerycollege.edu prior to November 15, 2022
- **Announcement of Accepted Submissions** (by email contact)

(The items below vary according to program selection for professional development)

- **Program Registration** (dependent upon desired program)

- **Program Pre-departure Orientation Sessions (TBA)**
- **Study Abroad Program**
- **Post-program Review**

SUBMISSION

Proposal/Questionnaire submissions should be sent by email attachment to Gregory Malveaux, Study Abroad Director, at Gregory.Malveaux@montgomerycollege.edu.

At present, proposals should only be directed toward the short-term study abroad ***“Trinidad and Tobago”*** program to occur June 10—24, 2023; or the ***“Harriet Tubman Byway In-Country Study/Travel: Exploring the Underground Railroad”*** program to occur March 11 and 12, 2023.

Professional Development Proposal and Questionnaire Submission

APPLICANT INFORMATION

Applicant Name:

Department:

Job Title/Position at MC:

Full time/Part time:

Supporting Academic Unit/Department:

Program: ---

Program Date/Term of Study:

STUDY/PROJECT PROPOSAL

Instructions:

You may choose to answer the questions directly on this form, or submit separately with an attachment. Be as clear and concise as possible with your answers.

1. Biography

Please provide a brief biography of yourself (150 words or less). You may wish to mention your affiliation with MC, advanced degrees you hold, prior experience with travel and work abroad (especially pertaining to locations and activities with this program), and what interests you most about this particular program to ---.

2. Proposal title

What title would you like to call your study and/or project?

3. Academic rationale

How would the --- program complement or enhance the goals/mission of your department or unit?

4. Impacted course(s) (faculty only)

Which existing MC course or courses, which you intend to instruct in the future, will be impacted by your participation in the --- program? Describe the curriculum changes that you hope to make with your study/project.

5. Program Activities and Venues to Aid Study/Project
With consideration paid to the --- program itinerary, what venues and activities will drive your research for your study/project, and how?
6. Final form
In what form is the completed study/project to appear within your existing course, professional service, activity or program at the College (i.e. created website, Powerpoint, service offering to MC community, seminar, publishing, professional paper submission, course curriculum revision, new course proposal, video, artistic piece, etc.):
7. Potential Partnerships with MC community
What potential impact, if any, will your study/project have to complement existing college programs or groups to foster cooperation between partners at MC?
8. Lecturing at a pre-departure orientation session
Are you interested in providing a lecture, relative to the --- program itinerary and subject matter, at a pre-departure orientation session? If so, what subject matter?
9. Lecturing in ---
Are you interested in providing a lecture to the group while in ---? If so, on what topic and at which location listed on the agenda?
10. Technique for gathering research
In what format do you intend to collect research information for your study/project (reflective journal, video, etc.)?
11. Additional information
Is there any additional information that you would like to include to bring increased understanding of the positive impact and outcomes that may result with your participation in the --- program?

Proposal/Questionnaire submissions should be sent by email attachment to Gregory Malveaux, Study Abroad Director, at Gregory.Malveaux@montgomerycollege.edu , prior to November 15, 2022.

Thank you for taking the time and having the interest to complete this proposal!