

EnCompass Faculty Guidelines

EnCompass programs are intended for students “at risk” of missing out on global engagement. A proposed course should therefore appeal to and/or have a plan to engage one or more of the following groups of students:

- First Generation
- African American and Latinx
- Student Athletes
- STEM Majors
- Male Students

Proposals can be submitted to Martha Merritt, Dean of International Education, no later than June 15 for consideration for the following spring or summer. Brainstorming beforehand an important opportunity. Contact Dean Merritt at mmerritt@richmond.edu.

- **Time of Travel**
 - Maymester: typically 7 – 14 days abroad departing soon after commencement.
 - [Sample Maymester itinerary](#)
 - Spring Break: may depart Saturday after classes end and return no later than the following Saturday before classes begin.
 - [Sample spring break itinerary](#)
 - Winter Break: only one program so far, coinciding with an international conference. Science students worked with faculty on poster presentations for the conference and then had cultural and scientific immersion.
 - [Sample winter break itinerary](#)
- **Site Selection:**
 - Consider your proposed timing of international travel when selecting a location. Spring break trips work better with shorter travel time and easy flight options. Trips in May offer more flexibility and can accommodate longer travel.
 - Some Maymester programs feature local/global exposure for the students, beginning in Richmond then taking up the same issues/global challenges in the non-US destinations. A potential option for a Maymester program would be to include a few days in Richmond focusing on the local counterparts to the focus of the international portion of the program.
 - Spring break programs can build in local excursions during the regular semester to add local comparison.
- **Course and Credits:** We prefer that programs be credit-bearing. The engagement before travel focuses on academic and cultural preparation for the students, achieved through attending events on campus and meeting with the faculty and IE.
 - Maymester: a 0.5 credit taken in the spring leading to international travel in May after graduation.
 - Spring break: trips will be associated with a full credit course to run during the traditional spring semester.

- **Student Selection**
 - Maymester: applications will be opened through International Education in early fall and students can rank their choice of programs. All students are eligible to apply as we try to include at least one experienced student traveler in each group. IE works with the primary instructor in selecting the students. Those selected will enroll in the 0.5 credit Spring course during regular open enrollment.
 - Spring break: programs will include only students enrolled in the full spring semester course associated with the program.
- **Group Size:** Typically we anticipate 10-15 students on each EnCompass program.
- **Program Leaders:** Each program should have two leaders (including the lead faculty); the second trip leader can be faculty or staff, and has primary responsibility for student development. At least one of the leaders should have local language experience and/or familiarity with the program location unless travel is to UR strategic partner locations.
 - Faculty incorporate their in-country network where applicable
 - Faculty leader receives modest stipend for course development; each leader receives stipend per week of the EnCompass program, as well as all expenses paid
- **Support**
 - Administrative: IE will assist in coordinating administrative and logistical tasks for programs such as applications, advertising, in-country reservations, transportation, etc.
 - Some logistics may be coordinated by in country partners
 - Recruitment: IE will connect faculty to affiliate groups for EnCompass recruiting and assist faculty with general recruitment such as university announcements and providing promotional materials. Faculty should be prepared to actively recruit students during the first 3-4 weeks of the fall semester during open applications. The most successful recruitments typically result from active faculty participation early in the semester.