

Logsdon, Jeremy

From: Bush, Katie
Sent: Thursday, August 22, 2024 10:16 AM
To: Keeseey, Susan
Cc: Logsdon, Jeremy; Paganelli, Andrea
Subject: For Review: Faculty-Led Program Proposal- Summer 2025
Attachments: Academic Approvals Form_Innovation Along Colonnade_Unsigned.pdf

Dear Dr. Keeseey,

Happy Thursday! Attached please find the Faculty-Led Program Proposal Approval Signature Forms for a newly proposed program to the UK by Dr. Logsdon and Dr. Paganelli for Summer 2025: Innovation Along the Colonnade.

The signature/review form is the first few pages of the pdf, which includes some background and comments from Global Learning & International Affairs, and then asks for your input. Following the signature/review pages is the download of the proposal submission, followed by the itinerary, contact hours worksheets, and syllabi.

Once you have completed your review, please sign under the first Department Head section and send back to study.abroad@wku.edu. Electronic signatures are preferred and can just be typed in. If possible, please plan to complete the approval and return no later than **September 3**. We will then forward on to the CEBS Dean's Office.

Please let us know if you have any questions or concerns and thank you for your continued support of global learning opportunities for our students and faculty.

Best wishes,

Katie Bush (she/her)

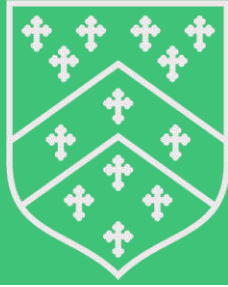
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WESTERN KENTUCKY UNIVERSITY



HARLAXTON

CUSTOM PROGRAMS WKU
INNOVATION ALONG THE
COLONNADE PROPOSAL 2025

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WKU Innovation Along the Colonnade Program Proposal

ABOUT HARLAXTON COLLEGE

Harlaxton College is an ideal partner for your customized program. We offer extraordinary experiences and look forward to collaborating with you to bring your course or idea to life with our location, travel, and experience.




Whether studying abroad, celebrating a union, or connecting through nature and culture, Harlaxton provides the setting, skills and experiences for people to become their own extraordinary. With over thirty partner institutions and dozens of custom programs each year, Harlaxton Manor opens its doors to students from all over the United States. Students are drawn to Harlaxton because it is the perfect place to dive into the culture, creativity, and communities of Britain with real life learning beyond the walls of a classroom.

HARLAXTON CUSTOM PROGRAMS FEATURES

- Your institution maintains full oversight of academic curriculum;
- Numerous options for cultural activities and excursions;
- Housing in a world-class English manor;
- Dedicated Custom Program team focused on making your program a success;
- Knowledgeable British faculty available to supplement and guide curriculum;
- Full-time, local staff for on-site program support.



TENTATIVE PROGRAM ITINERARY

DATES	ACTIVITIES
<p>Monday 16th June</p> 	<p><u>Arrival Day:</u></p> <ul style="list-style-type: none">• Arrival at Heathrow Airport• Coach to Harlaxton Manor (without courier)• Orientation and settling into rooms• House Tour• Dinner at Harlaxton
<p>Tuesday 17th June</p> 	<p><u>Harlaxton Manor</u></p> <ul style="list-style-type: none">• Breakfast at Harlaxton• Dean's lecture - Harlaxton's Response to the Global Issue of Covid• Walled Garden Tour• Lunch at Harlaxton• Free time to explore the manor and local area• Dinner at Harlaxton
<p>Wednesday 18th June</p> 	<p><u>Grantham</u></p> <ul style="list-style-type: none">• Breakfast at Harlaxton and pick up packed lunches• Class time as directed by group leaders• Coach to Grantham• Tour of St Wulfram's Church and the Trigge Chained Library• Free time in Grantham• Coach Return to Harlaxton• Visit local primary school• Dinner at Harlaxton




Thursday 19 th June	<ul style="list-style-type: none">• Breakfast at Harlaxton• Class time as directed by group leaders• Lunch at Harlaxton• Coach to Belvoir Castle• Belvoir Castle visit• Dinner at Harlaxton
Friday 20 th June 	<u>Lincoln</u> <ul style="list-style-type: none">• Breakfast at Harlaxton and pick up packed lunches• Coach to Lincoln• Visit Lincoln Cathedral and Castle• Visit the Museum of Lincolnshire Life• Visit the Education department of University of Lincoln• Free time in Lincoln• Coach Return to Harlaxton• Dinner at Harlaxton
Saturday 21 st June 	<u>Cambridge</u> <ul style="list-style-type: none">• Breakfast at Harlaxton and pick up packed lunches• Coach to Cambridge• Guided Tour of Cambridge and visit university colleges• Free time in Cambridge• Coach Return to Harlaxton• Dinner at Harlaxton
Sunday 22 nd June	<u>Free Day</u> <ul style="list-style-type: none">• Breakfast at Harlaxton• Free day to explore / travel• Dinner at Harlaxton



Monday 23 rd June	<u>Grantham</u> <ul style="list-style-type: none">• Breakfast at Harlaxton• Coach to local high school for observation• Coach Return to Harlaxton• Lunch at Harlaxton• Class time as directed by group leaders• Dinner at Harlaxton
Tuesday 24 th June	<ul style="list-style-type: none">• Breakfast at Harlaxton and pick up packed lunches• Coach to Melton Mowbray Market for local to global perspective• Coach Return to Harlaxton• Dinner at Harlaxton
Wednesday 25 th June	<u>Grantham</u> <ul style="list-style-type: none">• Breakfast at Harlaxton• Coach to local technology or career focused school for observation• Coach Return to Harlaxton• Lunch at Harlaxton• Class time as directed by group leaders• Dinner at Harlaxton
Thursday 26 th June	<u>Grantham</u> <ul style="list-style-type: none">• Breakfast at Harlaxton• Coach to local school for observation• Coach Return to Harlaxton• Lunch at Harlaxton• Class time as directed by group leaders• Dinner at Harlaxton
Friday 27 th June	<u>Harlaxton - London</u> <ul style="list-style-type: none">• Breakfast at Harlaxton• Coach to London



	<ul style="list-style-type: none">• Tour of Harrow School (elite private school)• Oyster cards included• Overnight at London hotel
Saturday 28 th June	<u>London</u> <ul style="list-style-type: none">• Breakfast at hotel• Ragged School Museum• Young V&A• Guided Tour of the Foundling Museum, the UK's first children's charity• Overnight at London hotel
Sunday 29 th June	<u>London</u> <ul style="list-style-type: none">• Breakfast at hotel• Free day in London• Overnight at London hotel
Monday 30 th June	<u>Departure day</u> <ul style="list-style-type: none">• Breakfast at London hotel• Check out of hotel• Coach transportation to London Heathrow Airport

All aspects of this program itinerary are tentative. Subject to availability, Harlaxton College will endeavor to fulfil all the requests that are detailed here relating to off-site cultural activities and excursions. If Harlaxton College is unable to book a specific hotel or off-site excursion (e.g. theatre performance), due to it being sold out or having limited availability, the College will provide an alternative option and will work with you to alter the program and program price (if necessary) as needed.



PROGRAM OVERVIEW

Minimum enrollment: 10 Students

Number of WKU Innovation Along the Colonnade faculty leaders: 2

Arrival date in the UK: 2nd June 2025

Departure date from the UK: 16th June 2025

Two faculty members will accompany a group of students to Harlaxton College in Lincolnshire, UK for a two-week intensive program focusing on Education. The program academics will be complemented with Harlaxton- arranged cultural activities, day trips and excursions.

MINIMUM ENROLLMENT POLICY

Harlaxton College program fees are set with a minimum of 10 students for this program. This policy enables Harlaxton College to offer a high-quality program and avoid the risk of cutting out essential components (such as cultural events) in order to finance an under-enrolled program. WKU and Harlaxton may elect to run an under-enrolled program with modifications to the program components.

PROGRAM PRICE

The WKU Innovation Along the Colonnade program at Harlaxton College price options will be as follows:

10-19 students	\$3800/person
20+ students	\$3500/person

Please note that all fees are given in US dollars and will not fluctuate with currency exchange rates.



This price is calculated on a per-student basis and wraps the faculty costs into a per-student price.

Harlaxton College understands the need for affordability in program design. We have done our best to ensure that this program is cost-effective, customizable, and of high quality. If you are interested in making changes of any sort to your program, do not hesitate to contact the Custom Programs Office team.

PROGRAM SUPPORT

The per-person fee of your program includes the following:

- Predeparture support services
 - Pre-departure orientation materials
 - Preparation and tracking of required health and safety forms
- Health and safety support onsite
- Housing and meals
 - Housing for students in two-, three-, or four-person units in the Manor or Carriage House at Harlaxton
 - Housing for faculty in single units in the Manor or Carriage House at Harlaxton
 - All meals in the refectory while at Harlaxton
 - Packed lunches for day excursions from Harlaxton
 - On overnight excursions, breakfast at hotels and hostels each day
 - Access to the Harlaxton College Sports Hall and fitness areas
- Academic support
 - Classroom space at Harlaxton Manor for all instruction time
 - Access to Harlaxton College library and databases for research and study purposes
 - Full campus wireless network access with fast (1Gb) internet connectivity



- Technological services and support as needed
- Cultural excursions and activities as indicated on itinerary
- On-site transportation
 - Coaches or train tickets for excursions
 - Weekday shuttle service from the manor to Grantham
- Post-program evaluation
 - Program evaluations conducted by Harlaxton College will be shared with group leaders
- The per-participant fee for your program does not include the following:
 - Airfare to/from the UK
 - Other international travel
 - Tips and gratuities
 - Lunches and dinners on excursions unless otherwise noted on the program itinerary
 - Liability insurance

PROGRAM ACADEMICS

This program at Harlaxton College is designed and delivered by faculty from WKU Innovation Along the Colonnade using facilities and other support from Harlaxton College staff and faculty.

Your institution will be responsible for course registration, tuition billing, grade reports, and transcripts for this course. Harlaxton College will arrange classroom space and standard classroom equipment (e.g. audio/visual equipment) over the duration of the program as indicated on the program itinerary. Prior to program departure, your faculty member will have the opportunity to request specific classroom and/or instructional technology; while Harlaxton College will make every



effort to accommodate these requests, classroom location amenities cannot be guaranteed.

Harlaxton College is able to provide expert guest lectures on topics within most fields. All guest lectures are usually for the duration of one hour. Please just let us know the topic and we can source the speaker.

TRANSPORTATION

INTERNATIONAL TRAVEL

International travel expenses are not part of the Harlaxton College program price. Harlaxton College does not organize travel outside the United Kingdom for excursions or arrival/departure. Group flights may be booked as organized by the home institution, or each individual student or faculty member may organize their own travel to the United Kingdom.

ON-SITE GROUND TRANSPORTATION

Harlaxton College can arrange airport pick-up and drop-off at Heathrow Airport or other local airports on designated program travel dates. Your program itinerary indicates any airport transfers included in the program price.

For excursions outside of the Manor, Harlaxton will arrange ground transportation on private chartered buses, trains, or minibuses for all excursions included on the program. Program students and faculty members will be responsible for all other individual transportation within the UK; Harlaxton College will provide a daily shuttle to and from Grantham available to students and faculty. Harlaxton College staff will discuss other transportation and travel options at the pre-departure and arrival orientation sessions.



STUDENT ACCOMMODATIONS AND MEALS

Students at Harlaxton have the unique opportunity to live where they study. Most students will live in two, three, or four person rooms in the Manor or Carriage House, unless there are medical reasons for unique accommodation. Harlaxton cannot guarantee where students will be housed as this will depend on availability, your group size, other groups in residence and other events taking place.

Amenities in both the Manor and Carriage House include laundry facilities, vending, and TV/lounge spaces. The Refectory dining service, Bistro cafe, and Student Experience Office are easily accessible to all residents, with a Sports Hall building on site, as well as walking and cycling trails within the 330 acres of surrounding gardens, parkland, woodland and farmland. Bicycles are available at the Manor for short-term loan at no extra charge.

We also have access to an off-site health clinic, if either your students, family or faculty need to see a doctor. Visits to the doctor, as well as the transportation to/from the clinic and any medication prescribed, do incur charges to be paid at the time of service. Your students or faculty may choose to apply for reimbursement for medical charges through our EIIA policy or through your institution's medical insurance policy.

Accommodation on excursions will be provided at centrally located hotels or hostels, with breakfast included. Typically, students will be placed in double, triple or quadruple occupancy rooms, although that may vary based on the city and number of students. They may be expected to share bathrooms with other students or even other guests staying at the hotel or hostel. Special room requests may incur an additional charge. Students are responsible for their own lunches and dinners during excursions unless otherwise noted in the program itinerary.



FACULTY ACCOMMODATIONS AND SUPPORT

Faculty who visit Harlaxton College will also be housed at the Manor or Carriage House, in single rooms or suites. Harlaxton cannot guarantee where faculty will be housed as this will depend on availability, the number of faculty in your groups, other groups in residence and other events taking place. Depending on availability, we will endeavor to allocate faculty housing with en-suite bathrooms but, since this type of housing is limited, we cannot guarantee this.

They will have access to all the aforementioned amenities and meals in the Refectory of the Manor. On excursions, the faculty will be housed in the same hotel or hostel as the students, but with a single room or shared rooms with faculty and/or their family member. The bedrooms may not come with their own bathroom facilities, and they may be expected to use shared bathroom facilities with other faculty or guests. Special room requests may incur an additional charge. Faculty are responsible for their own lunches and dinners during excursions unless otherwise noted in the program itinerary.

FAMILY OR OTHER ACCOMPANYING PARTIES

Harlaxton College does permit faculty to bring spouses or family members; however if your university has policies which prohibit the participation of spouses or family members, Harlaxton will comply with those policies. Should the university permit the accompaniment of faculty members, Harlaxton College requires all accompanying persons to submit all forms as required for other program participants. In addition, if accompanying persons wish to participate in any group activities while at Harlaxton, the faculty member must provide Harlaxton College a list of these activities as soon as possible, but no later than four weeks prior to departure; Harlaxton College will then invoice the faculty member directly for those costs prior to departure. Additional details about these policies are available upon request.



HARLAXTON COLLEGE SUPPORT

The Harlaxton College Custom Program contact for your programme at the proposal stage is Rachel Wellborn, Academic and Custom Program Manager. Once we move beyond this phase, Evie Jackson will serve as the primary contact for faculty and staff throughout all remaining phases of the program, both during the pre-departure phase and while abroad. Please note that both of these team members are based in the UK, at Harlaxton College.

Your program will be supported on-site by the full Harlaxton staff team. Our staff arrange program orientation, academic supports, excursions, weekly meeting, cultural activities, and other services. All Harlaxton College on-site staff members are trained to ensure the well-being of each program participant and make every effort to make themselves accessible to students at all times. In the event that a program participant must go to the hospital or to a doctor, the Harlaxton College on-site staff will assist in scheduling the appointment, accompanying the student on the visit, and aid the student in any other way necessary. Additionally, they will ensure that the student is aware of all procedures required to file an insurance claim for medical services.

NEXT STEPS

Thank you for your consideration of Harlaxton College. We view each Custom Program as a collaborative effort, and we hope to have proposed a program that suits your program needs. If you find any revisions that you would like to make, please contact us and we will update the proposal and the program price accordingly. If your institution should decide to partner with Harlaxton College, we will provide a contract that confirms the price as well as the finalized program components and support services. This proposal does not serve as a contract for your program; the contract will outline final excursion options, program admissions and financial policies, including the option to cancel the program without financial penalty.



In order for Harlaxton College to provide the optimum housing and academic support, we are hopeful that you will finalize your decision as soon as possible, ideally seven to twelve months prior to the program departure.

In the interim, please do not hesitate to contact us with any questions or revisions.

THE HARLAXTON CUSTOM PROGRAMS TEAM

customprogramsoffice@harlaxton.ac.uk

Evie Jackson, Custom Programs Coordinator

Rachel Wellborn, Academic and Custom Programs Manager