



## **Request For Proposals: Host a Workshop on Intercultural Learning in Education Abroad, 2024-2025**

The Institute for Cross-Cultural Teaching and Learning has developed a one-day Workshop on Intercultural Learning in Education Abroad and invites proposals from institutions to host a workshop at your campus or organization. One-day workshops generally run eight hours in length (8:00 am to 4:00 pm) and are open to faculty, education abroad directors and advisors, teaching and learning professionals, deans, and others interested in enhancing intercultural learning when students travel abroad. Workshops can be tailored to meet specific needs of the host institution or may be opened to participants from other institutions (see the description of Options #1 and #2 below).

### **The Need to Enhance Intercultural Learning**

Among the many goals we have for students who participate in education abroad (study abroad, internship abroad, non-credit service abroad, etc.) is that they develop a deeper awareness of and appreciation for other cultures. We want them to engage deeply in a cross-cultural experience, develop skills for communicating across language barriers (even when the predominant language is English), and interact with the local people. We want them to develop intercultural competence and become ready for the global marketplace.

Research has shown, however, that simply traveling to another country by itself does not cause students to develop intercultural competence or become more capable of interacting with individuals across language barriers or cultural difference. Intentionality in designing intercultural experiences abroad for students is essential, in order to help them recognize cultural patterns and develop intercultural competence. Doing so will help students take advantage of opportunities for personal interactions that will expand their awareness and increase their abilities to interact effectively with people from other cultures.

This workshop is designed to be a hands-on, active learning environment for education abroad professionals, faculty who lead education abroad programs, and others who support student learning abroad.

### **Learning objectives of one-day Workshop on Intercultural Learning in Education Abroad**

By the conclusion of the workshop, participants will:

- Gain a foundation in intercultural concepts and theories to help them and their students understand cultural similarities and differences;
- Examine their own cultural background and its relevance and impact on thought, behavior and experience;
- Identify ways to incorporate intercultural learning into classes and work with students;
- Identify common obstacles that hinder intercultural learning in study abroad programs;

## **Benefits to the Host Institution**

The benefits for host institutions are numerous and include:

- Hosting a workshop enables a large number of faculty, education abroad professionals, deans, teaching and learning professionals, and others interested in student learning abroad to receive guided instruction in a single intensive day;
- Reduced cost for its employees, including five registrations at no cost (if hosting a workshop that is open to individuals from other institutions – Option #2);
- Reduced travel costs (compared with traveling to a national or regional conference);
- Focused attention on putting intercultural learning theory into practice in high-impact and intentional education abroad programs;
- Opportunity for faculty and education abroad professionals to work together on intercultural learning;
- Opportunity to host individuals from other institutions and be recognized by your peers;
- Free publicity in emails and marketing materials produced by the Institute for Cross-Cultural Teaching and Learning.

## **Expectations of the Host Institution**

Workshops are generally scheduled on a Friday or Saturday, although other days of the work week can be arranged as needed. Typically, workshops begin at 8:00 am and run until 4:00 pm, including two 15-minute breaks and a 45-minute break for lunch.

Serving as a host institution for a workshop is relatively straightforward. The host institution is expected to:

1. Reserve a classroom, conference room or other venue that has space for up to 40 individuals seated in groups of four or six. The host institution is expected to pay any rental costs associated with the venue.
2. Ensure that the classroom, conference room or other space is equipped with 1) a projector and 2) wall or screen where a PowerPoint presentation can be shown, and 3) two easels with large white pads of paper, ideally with a sticky strip on the back for posting on a wall. Such equipment could either be built into the room or brought in for the workshop. The host institution is expected to pay any rental costs associated with this equipment. The presenter will bring a PC laptop for the presentation.
3. Assist the Institute in arranging for lunch, coffee, tea, water and light refreshments for the workshop. For workshops that include individuals from other institutions (Option #2), the Institute will cover the cost of lunch, coffee, tea, water and light refreshments in the morning and afternoon as part of the registration fees.
4. Assist in publicizing the workshop among faculty and staff at the institution who are involved in education abroad programs or who have interest in the topic.
5. Designate a person who will assist Institute staff during check-in and set-up and who can help in resolving any logistical problems during the workshop.

## Proposing a workshop

To indicate your interest in hosting a workshop, complete the attached Proposal Form and send a PDF copy to Steven Duke, President of the Institute for Cross-Cultural Teaching and Learning, at [steve@ifcctl.com](mailto:steve@ifcctl.com).

The preferred deadline for proposing a workshop during Fall Semester 2024 is June 10, 2024; the preferred deadline for proposing a workshop during Spring Semester 2025 is October 20, 2024.

## Financial Process

### Option #1: Workshop that is open only to individuals from the host institution

The host institution agrees to pay an honorarium to the workshop facilitator, as well as covering the costs for the facilitator's travel cost, hotel, and meal costs while traveling to the workshop. In addition, the host institution agrees to cover the costs for lunch and refreshments at the workshop. The honorarium will be negotiated directly with the facilitator.

### Option #2: Workshop that is open to individuals from other institutions

The host institution may register five individuals (faculty or staff) at no cost. In addition, the host institution may register as many individuals as desired at \$40 off the regular price. Thus, a workshop that is regularly priced at \$370 per person would cost \$330 per person for those registering from the host institution.

## Registration Process and Fees for Option #2

Individuals will register for the one-day workshop on a website (IFCCTL.com) that can process credit card payments easily and securely. The host institution representative or coordinator will be given special codes that its faculty and staff may use to register for the workshop. The host institution may choose to be invoiced for the total cost of its employees who attend or may have them pay individually on the website. Those registering from outside the host institution will register and pay for the workshop directly on the website.

The cost for a workshop held in 2024-2025 is as follows:

Institution	Group	Cost
Host institution	Five individuals nominated by host coordinator	No cost
Host institution	Early bird (at least three weeks before the workshop)	\$290
Host institution	Regular rate	\$330
Outside the host institution	Early bird (at least three weeks before the workshop)	\$330
Outside the host institution	Regular rate	\$370

The price for a one-day workshop includes the following:

- Lunch (registrants will be asked to indicate any dietary restrictions);
- Coffee, tea and water;
- Light refreshments in the morning and afternoon;
- Workshop materials, including a collection of resources.

## **Refund Policy**

Requests made prior to four days before a workshop: Registration will be refunded 70%.  
Beginning three days before a workshop: No refunds will be made.

## **About the workshop facilitator:**

Steven Duke, Ph.D., is President of the Institute for Cross-Cultural Teaching and Learning. With a doctorate in history from Indiana University, Steve has taught Russian, European and/or world history courses at the University of Nebraska-Lincoln, Wake Forest University, the University of Wisconsin-Madison, and Brigham Young University. He has also taught cross-cultural engagement courses and conducts research on intercultural learning and intercultural competence development. He created and spearheaded the WISE Workshop and Conference from 2008 to 2015, turning it into the premier conference on intercultural learning in education abroad and an important training environment for faculty who lead education abroad programs. He has presented frequently at regional, national and international conferences on international education and at workshops for faculty and international education professionals. His publications include *Preparing to Study Abroad: Learning to Cross Cultures* (Stylus, 2014) and “The Importance of Intercultural Learning in Study Abroad,” in T. Milby and J. Rhodes, ed. *Advancing Teacher Education and Curriculum Development through Study Abroad Programs* (IGI Global, 2015), pp. 73-88.

## **Questions**

Contact Steven Duke, President of the Institute for Cross-Cultural Teaching and Learning, at [steve@ifcctl.com](mailto:steve@ifcctl.com) or 402-219-3714.