



John Cabot University in Rome, Italy

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Guide for Faculty-led Programs to Rome

Faculty-led Programs at JCU

As a four-year American liberal arts university in Rome, John Cabot University's mission is to provide academic programs that are designed to use to the fullest extent the special resources of a multicultural faculty, an international student body and the extraordinarily rich culture and history of Rome and the surrounding region. In support of its mission the University professes a commitment to:

- enable students to appreciate, benefit from, and contribute to the richness and diversity of other cultures;
- encourage leaders who will accept responsibility and make positive contributions to an increasingly interdependent and multicultural world; and
- create an academic community of both degree-seeking and visiting students that fosters intellectual tolerance, freedom and integrity.

Hosting Faculty-led Programs from around the world contributes to the creation of an international community of scholars and students that fosters dialog and promotes democratic values in the context of a liberal arts education. It is our vision to become a flagship educational site for visiting faculty and their students as part of our commitment to fulfilling our mission as an American university abroad.

Why hold your program at John Cabot University?

- Extensive experience (over 35 years) in Italy as an American liberal arts institution of higher learning operating outside the United States
- International, Italian, and American students and faculty
- Large, spacious Wi-Fi campus in the historical center of Rome with modern classrooms equipped with Internet access and audiovisual support
- Access to the Frohring Library - one of the best English language libraries in Rome
- Access to computer labs and audiovisual equipment for students and faculty
- Terraces, conference rooms and kitchen for lectures and receptions
- Shared faculty offices with access to Internet and library resources
- Faculty and staff support to provide basic assistance with your program
- Membership in JCU's academic community for all visiting faculty and students, including access to JCU student and faculty services and facilities

- The possibility of exchanging information and advice with faculty colleagues experienced in teaching in an American university in Rome – common faculty rooms and organized receptions allow visiting faculty to quickly integrate into JCU's academic life
- Housing for students and assistance to faculty in finding appropriate housing. See the JCU website for Housing options: [JCU Housing](#)
- Guidance regarding Italian immigration procedures for students
- Tuition discounts and fee waivers for approved programs.

What is the general structure of a Faculty-led Program at JCU?

To facilitate student and faculty integration into the JCU community, the following model for Faculty-led Programs has shown itself to be successful and mutually beneficial over the years. We recommend that it be used as a basic framework for your program. Variations on this model may also be proposed.

When can a Faculty-led Program be held?

Programs are generally held in summer or during the winter break.

- Summer: one of our two 5-week summer sessions. Session 1 runs from late May through June and Session 2 from July through early August.
- Winter Break: a 2 to 3 week program during the winter break normally begins January 2 and runs until the beginning of JCU courses.

For exact dates consult our academic calendar: [JCU Academic Calendar](#).

What would be the curriculum of the program?

For Summer Sessions: Visiting students register for two courses to receive 6 credits (students tend to prefer receiving as many academic credits as possible given the fixed expense of traveling abroad).

Course 1:

- A non-JCU course taught by the faculty leader dedicated specifically to your students. This course would be under complete academic control of your institution from registration and academic records to financial considerations. JCU effectively provides only the facilities.

Course 2:

- A JCU 3-credit course. Students apply and register as regular JCU visiting students. JCU Transcripts are issued and students have all the rights and privileges of JCU students. This also means your students have access to JCU's 24/7 emergency number and the support of an administrative staff experienced in handling situations that may arise requiring interaction with the Italian authorities. In addition, this provides the Faculty-led program with JCU Staff support

to assist with the logistics of setting up any particular program needs beyond those normally offered by JCU as long as there is enough lead time to organize the activities

For the Winter Session: It may be difficult for students to take two regular classes during this intense session and the priority should be with the faculty leader's agenda. To let students earn more academic credits, JCU may offer courses in Italian or Studio Arts that will extend learning beyond the classroom to provide your students with opportunities to see Rome while practicing Italian or developing artistic skills with their instructor. This would give them a chance to immerse themselves more fully in the city while taking a structured for-credit academic course. Other possibilities may be developed as our winter program matures.

A sample of JCU summer courses can be found at: [JCU Summer Schedule](#). JCU will try to accommodate requests for specific course offerings. All JCU courses currently available can be found at: [JCU Courses](#). Visiting faculty may propose new courses by following the JCU academic guidelines outlined below.

Would visiting faculty be able to teach a JCU course?

Visiting faculty may also teach a JCU course and receive a small stipend. Courses taught by visiting faculty will be open to all JCU students. For such courses we need to follow JCU academic procedures for course offerings and faculty hires. These involve submitting a course syllabus for any course not currently offered by JCU to the Dean's Office as well as a CV by the following dates:

Summer Session: October 30th of the previous calendar year

Courses that contribute to JCU's overall curriculum development and support our majors will receive priority. JCU's existing courses can be found at: [JCU Courses](#).

What is the estimated student cost?

The following student cost for an approved Faculty-led Program includes: one JCU 3-credit course, JCU Housing for a 5-week summer session, and Student Service Fees (includes Airport Pick-up, Orientation to life at JCU and in Rome, a trip to Tivoli, walking tours of Rome and Opera night.) Estimated expenses do not include students' airfare, meals, personal expenses or the tuition they may pay to their home school for any course or activities provided specifically for them. JCU prices are quoted in dollars for US programs.

Discounts for Faculty-led Programs include:

- Waiver of the Application Fee
- Tuition discount: 10% for those with more than 5 students.

Category	Summer 2010*
John Cabot University one 3 credit course <i>before</i> discount	\$ 2700
Tuition Discount of 10%	(\$270)
Fee for government taxes and visa assistance	\$100
Summer Visiting Student Activity Fee (includes Airport pickup, computer lab fees, and student activities)	\$260
Application Fee	waived
Full Housing Payment	\$1400
Estimated total for a 3-credit course + summer housing	\$4190

* Please see the JCU website for tuition and housing updates: [JCU Tuition, Fees and Housing](#)

How do I make a request for a Faculty-led program?

Requests for a Faculty-led Program at JCU should be made to the Office of the Dean at deansoffice@johncabot.edu. To provide us with the necessary time to plan and coordinate programs, requests should be submitted by the following dates (late requests will be considered):

Summer Sessions: December 1st of the preceding calendar year

Please include the following information in your request:

Name of University, faculty, and session requested.

1. Number of students expected to participate in your program.
2. Indicate if you would like to teach a course for JCU and include your curriculum vita and course syllabus if the course is not among JCU's existing courses.
3. Special equipment or facility needs. Any special programs or events for which you may need assistance.

John Cabot University: Guidelines for Faculty-led programs November 2009

Faculty-led Programs wishing only to use JCU's facilities and housing services will be considered on a case by case basis and, if approved, hosted in exchange for a basic fee. Winter sessions are available.

We hope this has helped and are happy to answer any questions you may have regarding your program. Write Dean Mary Merva at deansoffice@johncabot.edu and visit our website: www.johncabot.edu

Office of the Dean of Academic Affairs