



*(2) This policy is interpreted to mean: that a student who participates in an immersion as part of a reading course is **not** regarded as resident for the purposes of meeting the residency requirement.*

*(3) Final application of Perkins policy regarding residence course credit is fully the responsibility of the Associate Dean for Academic Affairs.*

c) Immersion courses are upper level electives and have pre-requisites as specified by the division in which the course is offered.

*(1) Students must have completed 18 hours of course work before enrolling in an immersion course.*

*(2) Additional pre-requisites for specific immersion courses may be set by the faculty member leading the course.*

*(3) Students, particularly those in the MTS program who may not be required to complete basic courses in a division for their degree program, may with permission of the faculty member leading the course, request a waiver from the Associate Dean for Academic Affairs.*

d) Immersion courses may be offered in any division and may be cross listed.

e) New immersion course offerings must be approved by their respective divisions and the faculty.

f) Provision of faculty for these courses is, like that of all courses, subject to approval of the Associate Dean for Academic Affairs under existing guidelines

*(4) That each student completes a daily journal following the guidelines provided by the GTE director and the instructor. These journals may be reviewed by the GTE director with permission of the instructor.*

2. Guidelines for Planning and Leading Immersion Courses

- a) The GTE program will offer six immersions in each academic year, two in the J-term, two in the Spring Break, and two in the summer term.
- b) The GTE program will balance immersions that have a higher cost per student with those that have a lower cost per student to remain within our overall budget.
- c) The GTE program will offer at least one immersion course per year within the United States to meet the needs of students who cannot travel abroad.
- d) The GTE program will require (beginning in 2009) a minimum enrollment in each immersion course of 8 persons, of whom 5 must be Perkins students registering for academic credit. Courses that do not reach the minimum enrollment by the deadline set by the GTE program will be cancelled immediately to give students the opportunity to enroll in other courses.

e) The GTE program will set a maximum enrollment of 15 per immersion unless the lecturer requests a lower enrollment maximum or two or more lecturers lead the course.

f) Procedure for initiating immersion courses. (modified 1/22/09)

(1) *At least 24 months* prior to the proposed immersion the lecturer must request that the proposed course be tentatively placed on the GTE long-range planning calendar.

(2)

(c) Offering courses within the larger curricular goals of the MDiv program.

g) Transportation to and from Immersion courses

*(1) Providing transportation to and from immersion courses is the responsibility of the GTE director.*

*(2) All air transportation will be booked by the director through Colwick Travel, the official travel agency of Southern Methodist University*

*(3) All immersion courses originate and end in Dallas, Texas. Participants or instructors*

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*(5) Instructors who choose to make their own travel arrangements need to discuss these arrangements in advance with the GTE director, and may be responsible for paying the difference between their cost of travel and that of the cost of travel with the group.*

*(6) Instructors are expected to stay in the same housing provided for the group, and will be provided with a private room. Instructors who choose their own accommodations are expected to be accessible to the group and need to discuss these arrangements in advance with the GTE director. Instructors may be responsible for paying the difference in the cost of their accommodations and the cost of a private room in the group accommodations.*

*(7) Instructors are expected to dine with the group during pre-arranged meals, and are responsible for their own meal costs if they choose to make their own meal arrangements.*

*(8) In order to make provision for insurance while traveling and reimbursement of miscellaneous costs while on the immersion experience instructors must submit a persoo3(m) -5 ( (fg3q 0.24 0 0 0.24 440.6409 5)*

*(2) The GTE director is responsible (in consultation with the immersion instructor) for making all logistical arrangements for immersion courses, including the provision of transport to and from the immersion, transport at the immersion site, housing and meals at the immersion site, and provision of international insurance for SMU related participants in the immersion.*

*(3) The GTE director may also act as an immersion course instructor.*

*(4) The minimum number of students necessary for an immersion course to be offered will be set by GTE director in consultation with the Associate Dean for Academic Affairs, and will reflect SMU policy on course sizes as well as financial constraints related to travel costs. Courses that do not meet minimum enrollment criteria will be cancelled and student deposits or fees will be returned.*

j) Responsibilities of Student Participants

*(1) Student participants in immersion courses are responsible for registering with both the University and the GTE director, according to the timelines and guideline provided by each. See 4.c. concerning rules concerning registration for academic credit.*

*(2) Students are expected to fully participate in all aspects of the immersion course, and to fulfill all requirements set by their instructor. This includes traveling with the immersion group both from Dallas, Texas and returning to Dallas, Texas. (See A.2.f)*

*(3) Students are expected to be familiar with the advice and guidelines in the document "Preparing to Travel Abroad," and to both*

3. Guidelines for Managing Individual Immersion Expenses
  - a) Overall accounting for immersion expenses takes place under the rules for Travel found in sections 4.1.1 and 4.1.2 in the Faculty Handbook.
  - b) In so far as possible the GTE director will arrange direct payment from SMU to those agencies that provide room, board, and transport for immersion groups.
  - c) It is advisable that a trusted agency in the immersion location pay all honoraria, entrance fees, and tips on behalf of the group and submit a detailed bill for services provided to the GTE progr

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*(3) A \$500.00 cancellation fee will be assessed if a participant withdraws from the course or fails to complete the course after academic registration. This fee will be charged to the student's*



h) Non-MDiv students, or MDiv students taking a second immersion course, may apply for and be granted travel stipends on the basis of need.

*(1) Travel stipends will be granted only to students who register to take the course for academic credit.*

*(2) The distribution of travel stipends will be based solely on need.*

*(3) The total dollar amount of travel stipends granted in an academic year will not exceed budgeted funds for that year.*

*(4) The distribution of travel stipends to students in different courses will seek to equalize the cost to students when courses have varying travel costs because of destination or time offered. Greater stipends will be rewarded for more expensive travel costs.*

*(5) Distribution will take into account whether a student has participated in an immersion course previously. Travel stipends will be distributed so as to maximize the number of different*

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*(9) The GTE director, in consultation with the Perkins' financial officer, will determine the amount to be distributed as travel stipends in any given year consonant with the budgeted funds available.)*

**B. Immersion Courses for Persons outside the Perkins Community**

Perkins alumnae and persons outside the Perkins community will be offered the opportunity to



