

Rice Global Paris Summer Course Proposal Application Preview & Preparation Guide

This document outlines the questions and materials required to complete the **Rice Global Paris Summer Course Proposal** form. We recommend reviewing this document in full before starting the online form so you can prepare your responses and materials in advance.

Accessing and Using InfoReady

InfoReady is the online platform used for the Rice Global Paris Summer Course Proposal form. The form previously lived in Google Forms, but InfoReady has more capabilities and many other departments at Rice also use InfoReady to build & manage applications.

Anyone with a Rice NetID can log into InfoReady using their regular NetID login (two-factor authentication/Duo)!

Rice University's InfoReady landing page: <https://rice.infoready4.com/>

Faculty Award Opportunities page: <https://rice.infoready4.com/#awards> (if Rice Global has any RFPs currently open in InfoReady, they will be listed on this page)

CLICK TO ACCESS THE ONLINE FORM:

► [Rice Global Paris Summer 2027–2028 Course Proposal](#) ◀

SUBMISSION LEAD TIME - Important Note!

Please submit your proposal by **5:00 PM** on the day of the deadline (September 1, 2026). **If you hit submit right before midnight (or even several hours before), InfoReady will not accept it.**

♦ **Form Section 1** (Required for All Applicants)

Please be prepared to provide the following information at the beginning of the form:

General Information

- Instructor/Applicant Name
- Rice Email
- Cell Phone
- Work Phone
- Department Name
- Department Chair Name
- Department Chair Email
 - **Department Chair Approval:** Once you submit the proposal form, InfoReady will automatically send an approval request to the email that you list for your Department Chair. Your Department Chair will have ONE WEEK to complete the approval; the deadline is set automatically based on your proposal submission date.

We strongly recommend that you send your Department Chair a separate email ahead of time so they're aware that this approval request will be sent to their inbox.

The Rice Global team will not be able to accept your application for formal review until the Department Chair approval has been completed.

- Department Administrator Name
- Department Administrator Email
(Depart Admin is the staff member in your department responsible for adding courses, etc.)

Course Information

- **Program Year Preference**

The current proposal form is primarily intended for **Summer 2027** course proposals; however, faculty may also choose to submit proposals for **Summer 2028** through this proposal cycle. While most Summer 2028 courses will likely be selected during the following year's call for proposals, a limited number of proposals may be selected for Summer 2028 in order to support longer-term academic and program planning.

Within the application, you will be asked to indicate your preferred program year:

- Summer 2027 preferred
 - Summer 2028 preferred
 - Available for either Summer 2027 or Summer 2028
- **Credit Hours** – is your proposed course worth **3** or **6** credit hours?
 - **Additional Documents Required for 6-Credit Course**
If you are proposing a 6-credit course, you are required to provide the following two supporting documents to demonstrate how your course meets Rice University's credit-hour and contact-hour requirements for a 3-week session:
 1. **Compliance Breakdown (1 of 2)**
Download and adapt this example to reflect your course's total contact and preparation hours:
<https://docs.google.com/document/d/1TRuwn2xUunpXtQrAEoflBnlfKWTwmR3m6KMd-KrWj9M/edit?usp=sharing>
 2. **3-Week Daily Schedule Breakdown (2 of 2)**
Download and adapt this example to show a realistic daily structure of contact and preparation hours across the full program:
<https://docs.google.com/spreadsheets/d/1sC6DBWeGD8pZLturcWmVig0vLk-3m-YL/edit?usp=sharing&ouid=102662875556109942890&rtpof=true&sd=true>Your submissions must clearly show how your proposed course meets the Office of the Registrar guidelines for lecture/seminar courses:
 - Contact Hours: 28 hours per week (84 total)
 - Preparation Hours: 56 hours per week (168 total)
 - Total Combined: 252 hours over 3 weeks
 - **Repeat Instructor?**
Indicate whether you have taught during a previous summer at the Rice Global Paris Center
 - If yes*, **indicate whether you have previously taught the course that you are proposing at the Rice Global Paris Center** (you might be a returning instructor but proposing a different course than the last time you taught at the Paris Center).

Repeat Instructor Policy: In order to provide equitable opportunities for all faculty, instructors may teach in the Rice Global Paris program for a **maximum of two consecutive summers. After teaching for two years in a row, instructors are asked to take **at least one year off** before submitting another proposal.*

👉 The next form section that you will be routed to depends on whether you are proposing a new or returning course. There are two possible submission tracks you will be routed to:

- A. **Proposal for Repeat/Previously Taught Course**
 - B. **Proposal for New Paris Center Summer Course** (this can be an existing course at Rice, or brand new course; essentially a course that has never been taught at the Rice Global Paris Center)
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Branch A: Proposal for Repeat/Previously Taught Course

If you are proposing a course that you've previously taught at the Rice Global Paris Center, you will be asked:

- Course Name
 - Subject Code
 - If planning to implement any **updates/changes** to the course from last time, please describe
 - Summer Session Date Preferences Ranking
 - **Session 1:** Monday, May 17 – Friday, June 4, 2027
 - **Session 2:** Wednesday, June 9 – Tuesday, June 29, 2027
 - **Session 3:** Monday, July 5 – Friday, July 23, 2027
 - Course Syllabus (upload the syllabus from your previously taught course)
 - Course Schedule (upload the 3-week schedule from your previously taught course)
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Branch B: Proposal for New Paris Center Summer Course

If you are proposing a course that has never been taught at the Rice Global Paris Center, you will be asked:

- Are you proposing a **brand new course** or does the course **already exist at Rice**?
- Course Name
- Subject Code (if proposing brand new course, don't need to provide this)
- **Course Description**
Provide a short (600 words max) description of your proposed course, including learning outcomes.
- **How is Paris essential to this course?**
Describe how your course will meaningfully engage with Paris-specific locations, resources, or cultural context. We are looking for a clear and intentional connection between the course content and the city—this is a key factor in our proposal review process.
- **Space & Technology Needs**
Share a general idea of your anticipated space and technology needs. For example, would you expect to use classroom space regularly (e.g., mornings/afternoons, daily/weekly), and do you

foresee specific classroom configurations or AV/equipment needs? Visit the following page for an overview of the Rice Global Paris Center facilities: <https://global.rice.edu/pariscenter/facilities/>

- **Course-Related Supplies or Costs**

Are there any course-related materials or activities you're currently envisioning that may have associated costs beyond required books (e.g., museum admissions, art supplies, guided tours, group activities)? This doesn't need to be finalized, but helps us begin estimating potential program expenses.

- **Local Collaboration**

Do you anticipate incorporating any collaboration with local institutions, organizations, or individuals (e.g., guest speakers, guides, or site visits)? If so, share your initial thoughts, even if these plans are still developing or informal.

- **Summer Session Date Preferences Ranking**

- **Session 1:** Monday, May 17 – Friday, June 4, 2027
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- **Draft Syllabus**

Upload a draft syllabus for your proposed course. If you are proposing a course that already exists at Rice, please make the necessary adjustments to tailor the syllabus for instruction in Paris.

- **Draft Course Schedule**

Use our [Course Schedule Template](#) to draft a course schedule for your proposed 3-week course. Your schedule should reflect a clear, day-by-day structure of your proposed course, including time spent in the classroom, on excursions, and for independent or group work. We are looking for a **linear and intentional plan** that demonstrates how each day supports the overall course goals and takes advantage of being in Paris.

We understand that your schedule may evolve as the course develops and that this is a draft—however, providing a clear draft plan at this stage is important for helping us evaluate the **feasibility of your course** in terms of logistics, budget, and alignment with the program.

- Balance your time between classroom instruction and relevant excursions, fieldwork, or visits to Paris-based sites that enrich your course content.
- Clearly indicate whether classroom time is planned for mornings or afternoons on each day.
- Day 1 should allow time for both the Rice Global Paris orientation and your course introduction; avoid planning a full instructional day.
- Remember to account for lunch/breaks as needed.
- Include a total of **3 group meals** in the schedule, and please note if it will take place after 5 pm.
- Avoid classroom sessions on weekends, unless absolutely necessary and clearly justified.
- For guidance on instructional time and academic credit, consult the Registrar's contact hour policy: https://registrar.rice.edu/facstaff/credit_hours

◆ **Final Form Section: Additional Information (All Applicants; Optional)**

All applicants (regardless of submission path) will be routed to this final section of the proposal form.

- **Additional Information (Optional)**

Use this section to share any additional details or special considerations related to your course proposal. This may include:

- Interest in including a **second instructor** (please note: any second instructor must be **fully self-funded**; Rice Global cannot provide support for a second faculty member)
- Additional logistical or academic needs not addressed elsewhere in the form
- Notes on course flexibility, timing, or potential adjustments
- Anything else you'd like the review committee to take into account

If not applicable, this section may be left blank.
