



Center for International Services and Programs
Study Abroad Program Proposal for
Short Term Faculty Led Programs

Faculty members must consult with CISP before submitting a proposal for a new program. All completed proposals must be submitted no later than May 1st the year prior to departure.

Faculty Information

Sponsoring Department _____

Faculty Program Director(s) _____

Contact information: Email _____

Campus phone _____

Campus Address _____

Program Title _____

Is this a program being offered for the first time? [] Yes [] No

Is this an existing program which has been approved and previously offered? If so, have any changes been made to the original program?

Dates of Program _____ to _____ (total days: _____)

Program Site(s) _____

Program Description

- Academic Description. Include the educational objectives of the program...
Course Syllabus Include the syllabus the students will receive...
Pre-departure Orientation Schedule and Plan When and how often will the director meet...
In-country Daily Itinerary Include group excursions and activities...

- **Room and board.** Describe location and type of housing for each student. Is it a hotel, hostel, host family, dorm? Are any meals included with the lodging? Which meals? What meals do students have to provide for themselves? How much should each student budget for extra meals?
- **Transportation.** Describe any in-country transportation. How will the group be picked-up and returned to the airport? If transportation is provided by a private carrier, does the carrier have appropriate insurance?

Travel Cost per student (to be put in all advertising) _____

Use the provided **Program Proposal Budget Sheet** to create the travel cost per student. The minimum number of students is 9. Is there a maximum number of students? _____

Anticipated Market and Recruitment Strategy: _____

Proposed application deadline: _____

Anticipated Cost to sponsoring Department or College (if any) _____

Proposal Approval Process

I have reviewed this study abroad short-term trip proposal and approve the proposal for implementation.

1. Department Curriculum Committee

Signature Date

2. Department Chairperson

Signature Date

3. College Dean

Signature Date

4. Center for International Services and Programs

Signature Date

Program cancellation policy: After the selection and development of a program, if student enrollment is too low to cover budgeted cost, or if safety, security or health concerns arise, CISP reserves the right to cancel the program.

Responsibilities of Center for International Studies and Programs

- Advise faculty on program proposal development. Collect and file program proposal upon completion.
- Oversee publicity efforts, including creation of brochures and flyers, website, fairs, emails, classroom visits, and other print advertising.
- Collect fees.
 - Collect and deposit students' program deposits.
 - Establish schedule of payments and submit to Bursar's department to be added to student accounts.
- Advise students on use of financial aid and study abroad scholarships.
- Collect all necessary legal and financial paperwork from students and faculty director.
 - Research visa requirements, obtain necessary documentation and follow up with students.
 - Research medical requirements, including inoculations and medical records.
 - Be sure students are adequately covered by insurance.
- Administer and disseminate program funds.
 - Pay for pre-departure, invoiced expenses, such as airfare, room and board, host institution tuition, program provider fees, rail passes, and excursions.
 - Negotiate with travel agents for best price and itinerary for air and rail travel.
- Process student assessment forms for the program.
- Review program financial forms and receipts upon program completion.

Responsibilities of Faculty Director

- Create and submit program proposal and all its parts. Submit paperwork to appropriate offices on campus for academic approval.
 - Research safety and security issues of site and submit a Risk Management Plan form.
 - Create program budget.
 - Plan food and lodging details abroad.
 - Arrange field trips and excursions.
 - Establish a transportation plan, including days and locations of travel, air transportation, and in-country transportation.
- Guide students academically both on-campus and abroad.
 - Visit classes to advertise program in person.
 - Register students for appropriate courses both at CSU and host institution.
 - Reserve classroom space abroad or work out academic details: registration, scheduling, course equivalencies at home campus, drop/add, dissemination of academic information while students are abroad (e.g. final exam schedule, tutorial schedule), academic problems encountered by students.
 - Review transcripts from host university and file all transfer credit papers as necessary.
 - Submit CSU credit upon return for each student.
- Advise students on student life issues arising abroad.
 - Check on housing arrangements.
 - Participate in group excursions.
 - Assist in students with any problems relating to housing, medical, dietary, or legal needs.
 - Take primary responsibility in the event of an emergency abroad.
- Submit receipts and completed program financial form within a month of return from program.
- Notify Manager of Study Abroad as soon as possible with any major issues while on trip.

Complete and return the Program Proposal Form. Turn in all proposal form paperwork to the Study Abroad Office at the Center for International Services and Programs, Keith Building, Suite 1150.