



Study Abroad Program Proposal for Faculty Led Programs Abroad (FLPA)

Faculty members must consult with CISP before submitting a proposal for a new program. All completed proposals must be submitted to CISP by the deadline noted. **Faculty Program Director Information:** Please list all relevant information regarding CSU faculty that will be participating in the program.

Name of Program Director (Last, First Middle)

Sponsoring Academic Department

Email Address

Campus Address

Campus Phone Number

Abroad Address (Optional)

Program Information:

Program Title

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

Departure Date

Return Date

Yes No Is this an existing program which has been approved & previously offered?

Program's Main Site(s)

Yes No If this program has been offered before, are there any changes that have been made to the original program? If Yes, please list these changes on a separate sheet.

Program Description: Please create an official report for the program that details the following points and attach it to this document.

- **Academic Description:** Include the educational objectives of the program (specifically address how teaching the coursework abroad improves upon courses already offered by the university) and course descriptions (course numbers, titles, and number of credits). Indicate if these are new courses being proposed for the program or if they are courses already taught at the university.
- **Course Syllabus:** Include the syllabus the students will receive for the CSU courses taught during the trip.
- **Pre-Departure:** Orientation Schedule and Plan When and how often will the director meet with the students as a group before departure? What material will be covered at these sessions? Is the material covered part of the coursework?
- **In-Country:** Daily Itinerary Include group excursions and activities, class time and free travel time for the students. Also include faculty director's hours of contact with the students.
- **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?
- **Marketing & Recruitment Strategy:** Describe any methods of marketing for your program, including your proposed application deadline for students. The application deadline will be posted on all marketing materials.
- **Travel Cost per Student:** Use the provided **Program Proposal Budget Sheet** to create the travel cost per student amount. This amount will be placed on all advertising materials for the program. The minimum number of enrolled students for a program to be approved is 9. Is there a maximum number of students that you can accommodate? Indicate any in-kind contributions (and their source) that will be used to help defray overall program costs.
- **Anticipated Cost to Sponsoring Department or College:** Please note if there are any expenses being made by the sponsoring department or college and the planned amount.
- **Vendors:** Please indicate the contact information for any preferred vendors.



Proposal Approval Process: Please have this document reviewed, approved and signed by the listed individuals.
"I have reviewed this faculty-led program proposal and approve the proposal for implementation."

Department Curriculum Committee

Signature

Date

Department Chairperson

Signature

Date

College Dean

Signature

Date

Center for International Services and Programs

Signature

Date

Program Cancellation Policy: I understand that after the selection and development of a program, if student enrollment is too low to cover budgeted costs, or if safety, security or health concerns arise, the CISP reserves the right to cancel the program.

Faculty Director

Signature

Date