

CSUSM College of Business Administration

Faculty-Led Study Abroad Course Policy

Definition & Scope

CSUSM College of Business Administration courses taught by CSUSM College of Business Administration professors that feature a short-term study abroad component. They are linked to a for-credit semester course, with a 2+ week overseas course during fall, spring, or summer.

Keep in mind that faculty leading educational courses outside of the United States face additional responsibilities compared to instructing courses on our campus. While overseas, you will serve as an instructor, mentor, and leader for students who may be facing culture shock, uncertainty, homesickness, and unexpected or stressful situations during their international experience. For many students, this will be their first time traveling outside of the United States, or perhaps even the state of California. Crises and problems can erupt around the world at any time (political unrest, medical emergencies, legal emergencies, emotional emergencies, etc.) and illustrate the challenges faced by instructors teaching overseas. Consequently, the process for proposing new study abroad courses or programs at CSUSM is robust and can take 12-18 months.

Policy

The College of Business Administration encourages faculty to develop study-abroad educational opportunities for our students in line with our mission and learning outcomes (specifically, PSLO 6, "apply global perspectives in business decision making").

Study Abroad educational courses offered by the College of Business Administration should reinforce our mission, values, and learning outcomes and incorporate a well-designed and academically rigorous structure that adheres to all CSUSM academic requirements (including but not limited to credit and contact hours).

Faculty who are interested in developing a new study abroad course, including the offering of an existing course taught on our campus at a proposed location outside of the United States, should adhere to this policy and follow the steps below to obtain approval for their course. The CoBA approval process focuses on a review of the curricular aspects of the course, whereas the Office of Global Education process focuses on non-curricular aspects.

Procedure

1. Contact and work with the Office of Global Education to develop the course or program
 1. The Office of Global Education will partner with a proposer to develop basic ideas and/or move forward fully fleshed out programs/courses.
 2. Part of working with the Office of Global Education might include development of goals and intent of the course, development of a proposed itinerary, mitigation of budgetary and risk management concerns, connecting with program providers, receiving bids.
2. Submit the Faculty-Led StudyAbroad Proposal Form and Questionnaire of the Office of Global Education to your Department Chair and the Dean. Be sure to comply with all other university-wide requirements described at (<https://www.csusm.edu/global/faculty/studabr.html>).

3. Concurrently with Step 2, submit a completed CoBA Study Abroad Proposal (SAP) Course Proposal Form on Curriculog.
 - Once submitted, the department chair will review the proposal for approval, then UGCC will review the SAP application for approval. Thereafter, it will be reviewed for approval by the CoBA Associate Dean and Dean of Academic Programs. The status of the application at all stages will be visible to the applicant in Curriculog.

Note: If you plan to offer your study abroad course or program on a recurring basis in the future, please consult with your department representative serving on the UGCC, as study abroad courses approved through the streamlined SAP process are allowed two offerings (with the possible exception of offering it a third time) before a permanent course proposal must be submitted via Curriculog using the C-form.

Continue to next page for guidance on the proposal form.

CoBA Study Abroad Proposal (SAP) Course Proposal Form

General Guidelines

It is recommended that faculty partner with the Office of Global Education-Global Programs Services (GPS) affiliates. These affiliates are already vetted providers who partner with you to develop and administer your program/course

A detailed schedule of the curriculum/lecture/contact hours is excepted when submitting this form. In working with the Office of Global Education-GPS to prepare the Study Abroad Form, a faculty will at the same time be creating many of the required documents for the CoBA SAP form (in curriculum).

The Office of Global Education-GPS can provide examples of programs and topics course proposals. From these examples, the proposer might note that there is not one way to schedule the lecture/curricular aspects of the course. For example, some utilize video recorded lectures. While others schedule assignments and work due dates prior to leaving the country and after returning.

The proposal form to the Office of Global Education-GPS is due the April of spring before holding a class in January or the September of fall before holding a class in Summer. Thus, plan to begin the CoBA SAP form and the Office of Global Education-GPS form at least 12 months ahead of the semester that you would like to teach the class.

Please submit your Study Abroad Proposal (SAP) form. The SAP form requests information on the three sections referenced below. The proposed syllabus may be attached as a separate document.

Part 1: Program Description

Summarize the purpose of the proposed program. Your summary should specify:

1. which CoBA course(s) will be offered.
2. the proposed itinerary, and the expected enrollment.
 - a. Please iterate all countries, cities, and locations to be visited during the program.
 - b. How will you promote and select students for the program?
 - c. Do you have any requirements for students to enroll?

Part 2: Proposed Syllabus

Please attach a draft syllabus for each course to be offered in the program, addressing:

1. For the course, how university credit, contact hour, and writing requirements will be met.
2. For all lectures, specify the time length and course content to be instructed.
3. For any other student activities (including site visits), the activity should be described sufficiently to clarify its relation to the course learning objectives.
4. Explain how time will be allocated for student to meet out of class hours (two hours per every one contact hour)
5. Be sure to clarify how students will be assessed/graded.

Part 3: Faculty Leadership Statement

1. Summarize your prior experiences living, studying, instructing, or otherwise working abroad, including to any location(s) on your program itinerary.
2. How will you provide active guidance to students during the entirety of the program?