

## Faculty-led, Short-Term Study Abroad Program Guidelines

These guidelines shall apply to all faculty-led, short-term programs and replace the former Faculty-led and Co-curricular International Activities and Trips Guidelines. Faculty-led, Short-term study abroad programs comprise most of the following features:

- CSUSM course or extra-curricular trip
- On-site supervision and/or instruction by a CSUSM professor for the duration of the program
- Students typically will earn CSUSM credit, or a combination of CSUSM credit and transfer credit
- Duration is less than one month and takes place during January-term, winter and spring breaks, or summer

CSUSM policy prohibits study abroad in countries for which a U.S. State Department Travel Warning is in effect. The list of countries currently on the Travel Warning list is available on line at:

<http://travel.state.gov>.

### Proposal Process:

Office of Global Programs and Services (GPS) is available to help faculty at any stage of the process. For questions and information, contact Tiffany Gabbard, x4090, [tgabbard@csusm.edu](mailto:tgabbard@csusm.edu)

1. Complete a Faculty-led, Short-term Study Abroad Program Proposal Form and Questionnaire.
  - Faculty directors of previously operated programs shall submit a shortened, renewal form that will detail any changes to the most recently operated program.
  - Program renewal forms shall be submitted each year the program is offered.
2. Submit copy of proposal to the sponsoring department and college for review and signature of the Department Chair and College Dean.
3. Submit signed proposals to GPS.
  - GPS will submit proposals to the University Committee on Study Abroad (UGAC) for review and approval if the proposed course or program has no or limited CSUSM faculty onsite supervision or otherwise varies from typical program features.
4. Faculty directors shall submit a post-program evaluation to sponsoring department chair/s with a copy to GPS for a report to be submitted to UGAC.

### Proposal Deadlines:

April 1 – January Term

September 1 – Spring break, May, Summer

### Student Application & Enrollment Guidelines:

1. Students shall meet the following CSUSM Study Away Eligibility Requirements **at the time of application** by completing the CSUSM Study Away Student Eligibility Form found below in the program application templates. Eligibility requirements for associates degree students are online at: <http://www.csusm.edu/global/studyabroad/summer.html> or <http://www.csusm.edu/global/studyabroad/january%20term%20index.html>
  - earned at least 32 credit hours
  - earned at least 12 credit hours at CSUSM at the baccalaureate level
  - have a minimum 2.5 CSUSM GPA at the baccalaureate level
  - have a declared major
2. Students shall complete and submit to the Office of Global Programs and Services:
  - Program application
    - Templates available in the Office Global Programs and Services
  - CSUSM Health Information Form (available in program application template)

- CSUSM Emergency Contact Information (available in program application template)
  - Consent and Agreement Form that is specific to their program (available in program application template; form should be edited to state unique risks)
  - Copy of their passport details pages (pages with picture and signature)
  - International flight arrival/departure details if there's no group flight or if participant is traveling separately
3. Students shall receive program pre-departure information that will include the following information. Faculty leaders are free to copy relevant information from the Department of State online resource guide for study abroad (<http://travel.state.gov/content/studentsabroad/en/smart-travel.html> ). Additional resources are available on the GPS faculty page (<http://www.csusm.edu/global/faculty/studabr.html> ):
- CSUSM International Travel Assistance And Insurance Program. Cards available from GPS or can be downloaded from the Global Programs website.
  - Student Conduct and Study Abroad Programs Forms
    - Medical Disclosure Form
    - Air Release and Hold Harmless Form
    - Personal Conduct Form
    - Flight Information Form
  - Passport and visa requirements and information
  - Program itinerary and explanation of travel, housing and meals arrangements
  - Financial obligations including application fees, tuition costs, program fees, travel costs, payment deadlines, withdrawal/cancellation GPSs, program inclusions, and personal expenses
  - Advice for bringing money and accessing funds while abroad
  - Health and safety pre-departure instructions (inoculations, medications, first-aid kits, etc.)
  - Explanation of onsite health and safety conditions and information on how to maintain good health and to avoid known risk factors
  - Instructions on what to do in a medical, security (crime, political or natural disaster) or personal emergency; how will students be contacted; and whom should students contact
  - Alcohol and drugs policy
  - Host culture information and tips on appropriate behavior and common practices that may differ from the U.S. if appropriate. Provide information specific to women, LBGT, disability and minority issues if local customs and laws are different from the U.S.
4. Students shall receive 24/7 emergency contacts for faculty leader, back-up emergency contact, international insurance agency, nearest US embassy or consulate US citizens services, CSUSM campus police. International insurance cards are available at GPS.
5. Faculty directors will have copies of all students' enrollment forms and documents onsite abroad and submit copies to GPS at least one month prior to departure.

## Faculty-led, Short-Term Study Abroad Program Proposal Form

### Proposal Components

Global Programs and Services (GPS) is available to help faculty at any stage of the process. For questions and information, contact Tiffany Gabbard, ELB 588, tgabbard@csusm.edu.

1. Faculty-led, Short-term Study Abroad Program Proposal Form
2. Detailed itinerary including:
  - destinations and dates of travel
  - co-curricular, CSUSM-sponsored field trips, site visits and cultural activities
  - free time
  - *note: Federal law requires establishment of a missing student notification policy and procedures. Therefore, responsible program management necessitates having GPS policies in place for accounting for students.*
3. Proposal Questionnaire (see below)
4. Signatures of Department Chair and College Dean or Associate Dean if designated
5. Draft agreement with host institution (templates available from GPS)

### Proposal Deadlines:

- April 1 – January Term
- September 1 – Spring break, May, Summer

### Faculty Leader Information

Faculty Leader Name: \_\_\_\_\_

College: \_\_\_\_\_ Department \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus address: \_\_\_\_\_

Co-Leader/Staff Assistant Information (if applicable)

Co-Leader Name: \_\_\_\_\_

College: \_\_\_\_\_ Department \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus address: \_\_\_\_\_

### Program/Course Details

Program Location/s (city/country): \_\_\_\_\_

Program Dates: \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

CSUSM Course Name: \_\_\_\_\_ CSUSM Course Number: \_\_\_\_\_

Number of CSUSM credits: \_\_\_\_\_ Number of transfer credits (if applicable): \_\_\_\_\_

Has this course been formally approved by the relevant departments and colleges?  Yes  No

### **Program Description**

Please attach a brief summary of the study abroad program.

In addition, attach a daily itinerary that identifies all destinations, dates of travel, CSUSM-sponsored field trips, activities and free time.

### **Host Institution Information (if applicable)**

Host Institution Name: \_\_\_\_\_

On-Site Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

### **Proposal Review & Approvals**

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean or Associate Dean's Name: \_\_\_\_\_

College Dean or Associate Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Faculty-led, Short-Term Study Abroad Program Proposal Questionnaire**

Center for International Education (GPS) is available to help faculty at any stage of the process.  
For questions and information, contact Tiffany Gabbard, ELB 588, tgabbard@csusm.edu.

Faculty Leader Name: \_\_\_\_\_

College: \_\_\_\_\_ Department \_\_\_\_\_

Program Location/s: \_\_\_\_\_ Program Dates: \_\_\_\_\_

CSUSM Course Name: \_\_\_\_\_ CSUSM Course Number: \_\_\_\_\_

### **Leadership & Staffing**

1. If there will be a co-leader or assistant traveling with the group, briefly describe their background (faculty member, staff, graduate student, etc.)
  
2. Will any part of the program be outsourced, including instruction? If so, describe financial, contractual, and vetting arrangements. Is the institution is legally established in the host country and authorized to operate that program?
  
3. Will the CSUSM faculty leader or co-leader be away from the group at any time during the program? If so, please describe timing and circumstances.
  
4. How will the leader/s communicate with CSUSM and the students on the program?
  
5. What arrangements have been made if the leader becomes incapacitated? What instructions will be given to students for such circumstances?

### **Students**

1. What is the enrollment maximum and minimum?
  
2. Will there be any student eligibility requirements that vary from the standard CSUSM requirements? If yes, please describe:

## Logistics

### 1. International travel

- Will there be a group flight?
- Will the faculty leader travel with the students?
- Will the CSUSM program arrange for airport pick-ups and drop-offs? If so, please describe how will the airport transfers will be arranged:

### 2. Local Transportation

- Please describe mode(s) of transportation and to which destinations. If private vehicles will be used, please specify type and who will be driving
- If local transportation services will be contracted, what type of contracts will be necessary and how will companies be evaluated for safety record of vehicles and drivers?
- Please describe any unusual transportation issues, such as off-road driving, long-distance night driving, poor road conditions, etc.

### 3. Facilities

- Please describe classroom arrangements. How will it be contracted and will the facilities meet basic fire safety needs (exit access and extinguisher/ sprinklers)? If not, please explain local conditions and program circumstances.
- Where and at what type of facilities will students be staying?
- Will accommodations have adequate locks and meet basic fire safety needs (exit access and extinguisher/sprinklers)? If not, please explain local conditions and program circumstances.

### 4. Meals

- Will the program be able to accommodate students with special dietary needs (vegetarian/vegans, health/allergies, religious)? If not, please explain local conditions and program circumstances:
- Are there any food & water health/safety issues? If yes, please describe:

5. Special needs accommodations
  - Will there be challenges to overcome for students with disabilities – physical, mental, or learning? If so, please describe.

### **Health & Safety Risk Factors**

1. Describe medical care availability, access, and quality at each destination of the program.
2. Will faculty and students need inoculations, immunizations or be required to take prophylactic medications? If yes, please describe:
3. List the 24/7 emergency contacts students will receive on-site and describe how these numbers will be distributed to students.
4. Will there be any high risk activities included in the program such as participation in athletic events, scuba diving, or mountaineering where ropes or guides are normally used? If so, please describe.
5. Describe the instructions that will be provided to students for what to do in a medical, security (crime, political or natural disaster) or personal emergency. Include an alternate plan, for example, if students will be instructed to remain in their accommodation, what if the accommodation becomes unsafe; or, alternatively, if students are supposed to meet at a central gathering point, what should they do if the access route is impassable.
6. How will the faculty leader communicate with students and CSUSM in the event of an emergency, such as a natural disaster, terrorism, or medical pandemic? Provide back-up plan if there is an electricity outage or no cell phone service.

*\*Special thanks to the CSU Chancellor's Office and the Center for International Education at the University of New Hampshire for input on this handbook.*