



California State University
SAN MARCOS

Global Programs and Services California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001
Tel: 760.750.4090 Fax: 760.750.3284 tgabbard@csusm.edu www.csusm.edu/global

April 4, 2018

Dear Colleague:

The University Global Affairs Committee (UGAC) would like to thank you for your interest in leading a student group abroad. Since 2013, more than 800 CSUSM students have spent from two weeks to one year abroad. We are excited about this increase in student mobility and look to continue these efforts.

However, to ensure that there is a good “match” between the interests of instructor and students, UGAC asks that you review the following criteria and submit the appropriate documentation. In the interest of transparency, not all program proposals can be accepted. It is critical that you review the selection criteria check-list and submit proposals by the appropriate deadline. The Office of Global Education is happy to assist with any specific questions you might have by contacting us below.

Program Leaders should consider applying for the University Global Affairs Travel Grant as part of their proposal. Each year the committee awards a total amount of \$6,000 to offset costs associated with instructor efforts. Details can be found at www.csusm.edu/global/instructor

Again, thank you for your interest in our Program Leader Led Study Abroad Proposal.

Sincerely,

Robert Carolin

Robert Carolin,
Executive Director, Global Programs and Services

Cc. T. Gabbard

Instructor-Led, Short-Term Study Abroad Program Guidelines

Program Selection Criteria:

To ensure that your program is properly considered, please note the following criteria used in evaluating the merits of your proposal. Please make sure to mention the following in your submission:

- Does the proposal ensure that you have addressed health and safety issues at site(s) location(s)?
- Have you had previous experience of leading students abroad?
- Have you included effective outreach efforts to promote the program?
- What is the long-term financial sustainability?
- Have you looked to see if cost-sharing opportunities exist?
- What is the overall appeal to students including destination and estimated cost?
- Geographic consideration (are others proposing the same country)?
- Does the proposal meets students' degree requirements?
- Does the proposal promote an international perspective relative to curriculum being offered?
- How involved will you be with the local population(s)? Are there expected opportunities for intercultural communication, language acquisition, interface with local populations?

Other criteria may include:

- Does the program offer an interdisciplinary approach? Will you be collaborating with others on submitting a joint proposal?
- Have you communicated with previous instructor who have led study abroad programs?
- Is the curriculum innovative? Does the course content "enhance" what is offered here on campus? If so, how?

Program Guidelines:

These guidelines shall apply to all Instructor-Led, short-term programs and replace the former Program Leader-led and Co-curricular International Activities and Trips Guidelines. Program Leader-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 up to 5 weeks during 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 Education is available to help instructor at any stage of the process. For questions and information, contact Tiffany Gabbard, x4090, tgabbard@csusm.edu

1. Complete a Program Leader-led, Short-term Study Abroad Program Proposal Form and Questionnaire.
 - Program Leaders of previously operated programs shall submit a shortened, renewal form that will detail any changes to the most recently operated program.
 - Program Repeat Proposal 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 Global Education.
4. Global Education will submit proposals to the University Global Affairs Committee (UGAC) for review and approval (*Reviews happen once a semester as noted in deadlines below. Please note that the review committee will notify applicants of decisions no later than 1 month after deadline*)
5. Program Leader directors shall submit a post-program evaluation to sponsoring department chair/s with a copy to Global Education for a report to be submitted to UGAC within one (1) month of completion of program.
6. Students will be provided an online post-program evaluation survey by the Office of Global Education within three (3) weeks of completion of program. Overall results will be shared with instructor of record, site host and UGAC.
7. All instructor must conduct a formal pre-departure orientation as required by Executive Order 1081. Copies of the Executive Order can be found at <https://www.calstate.edu/eo/EO-1081.html>

**Program Leader-led, Short-Term Study
Abroad Program Proposal Form**

Proposal Components

Global Programs and Services (GLOBAL EDUCATION) is available to help instructor at any stage of the process. For questions and information, contact Tiffany Gabbard, Craven 3200, tgabbard@csusm.edu or (760) 750- 4090.

1. Program Leader-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 Global Education 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 GLOBAL EDUCATION)

Proposal Deadlines:

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

Program Leader Information

Program 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

Travel Dates: _____ to _____
mm/dd/yyyy mm/dd/yyyy

CSUSM Course Name: _____ CSUSM Course Number: _____

Number of CSUSM credits: _____ Number of transfer credits (if applicable): _____

Course Review

Will this course be offered for credit? Yes No

Is this class a new course offering? If so, have you submitted the course content for review to the appropriate Academic Senate Committee for consideration?* Yes No

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

**Please note that a major change to course content of an existing class or new course offering can take up to 9 months for appropriate Academic Senate committees to review. A program cannot launch without this approval.*

Program Description

Please attach a brief summary of the study abroad program. Please address items outlined in the selection criteria mentioned on Page 1.

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

Program Promotion Efforts

How will you market the program to prospective students? Please be specific in your marketing strategy.

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: _____

Program Leader-led, Short-Term Study Abroad Program Proposal Questionnaire

Global Programs and Services (GLOBAL EDUCATION) is available to help instructor at any stage of the process. For questions and information, contact Tiffany Gabbard, Craven 3200, tgabbard@csusm.edu.

Program 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 (instructor 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 instructor 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. Will you be seeking to bring dependents on this program? If so, how will they be accommodated during the academic portion of the program?

Students

1. What is the enrollment maximum and minimum for this program?
2. Will there be any student eligibility requirements that vary from the standard CSUSM requirements? If yes, please describe:
3. Will you be reaching out to non-CSUSM students? If so, how will you do so? (Note: all students, regardless of home institution must receive an appropriate pre-departure orientation either at CSUSM or online).

Logistics

1. International travel
 - Will there be a group flight?
 - Will the instructor 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 instructor 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. How will the instructor 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.

Local Engagement:

1. Will there be any language requirement for this program? If so, what level of proficiency?

2. In preparation for the program launch, how will students gain a general understanding of the location (geography) and general culture of the host location(s)?

3. On location, how will students engage with the local population? Will there be structured opportunities?

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