

## Getting Started on a Faculty-Led Study Abroad Program

Thank you for your interest in exploring the possibility of developing and directing a faculty-led study abroad program! The following information was prepared to help potential faculty leaders think through the planning and proposal process. If you don't know much about leading such a program, we encourage you to read the information that follows and to talk with Mr. Jay Ward, Associate Director of the Office of International Programs ([jward@sfsu.edu](mailto:jward@sfsu.edu)/415-338-1121) as well as to colleagues who have directed programs in the past. Proposals are due at least 7 months in advance of your planned departure date, and you will probably need at least a semester (or more) of lead time to prepare. We look forward to working with you during this early phase of your program.

### 1. How And When Do I Submit A Proposal?

The first step in the process is to schedule an **“In-Take Meeting”** with Mr. Jay Ward, Associate Director of the Office of International Programs & Ms. Health Heath, Director of the Office of International Programs. Please contact Mr. Jay Ward, Associate Director of the Office of International Programs, at 415-338-1121 or via email at: [jward@sfsu.edu](mailto:jward@sfsu.edu) to get started.

We also strongly recommend that you read the helpful **“Faculty Leader Information”** on OIP's **Short-Term Faculty-Led Study Abroad website** at: <http://oip.sfsu.edu/facultyleader>

**Proposal Deadlines:** For programs taking place during winter session, you must submit your completed proposal no later than June 1; for summer session programs, you must submit your completed proposal before November 1; for programs taking place during the spring break, you must submit your completed proposal before September 1; all completed proposals must be received at least 7 months in advance of your scheduled departure date.

**We require that all proposals be submitted to our office at least 7 months in advance of your scheduled departure date because of the lengthy on-campus approval process that is due to the following reasons:**

- New Chancellor's Office Executive Orders now require the campus President to approve all faculty-lead study abroad programs;
- Before your proposal can be submitted to the President, however, it must be carefully reviewed by several offices including your department chair, dean, Risk Management, CEL CFO/Budget Director, campus legal counsel and finally by the Provost;
- In certain cases, your proposal may also require review and approval by the Chancellor's Office in Long Beach.

Therefore we require summer proposals no later than November 1<sup>st</sup>; winter proposals no later than June 1<sup>st</sup>; and spring proposal no later than September 1<sup>st</sup> so that there will be sufficient time for you to market your course to prospective students as well as to make the necessary arrangements (visas, airline reservations, orientation, etc.) **AFTER** your proposal makes it through the on-campus review and approval process.

## **2. What About Faculty Compensation?**

Faculty may choose to receive their salary and/or obtain reimbursement of their trip-related expenses; however, trips must not run a deficit and must generate sufficient income to cover all program-related expenses and overhead. OIP or CEL do not cover the cost of faculty passports or routine immunizations or first-aid training; any and all faculty expenses to be covered by the program must appear in the program's approved final budget.

## **3. Developing a Budget/Determining Program Costs?**

It is critically important to make sure that all program/operating costs are covered by revenue (tuition) and that you develop a **"Budget Shortfall Plan"** detailing how you intend to compensate for any budget shortfall if the program does not meet minimum enrollment requirements.

## **4. Who Can I Talk to About My Proposal?**

Before you submit a proposal, we highly recommend that you contact Mr. Jay Ward to schedule an In-Take meeting so that we can discuss your ideas.

## **5. Questions?**

Feel free to contact Mr. Jay Ward, Associate Director of the Office of International Programs at 415-338-1121 or via email at: [jward@sfsu.edu](mailto:jward@sfsu.edu)

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### Useful Links to Required Forms

CEL Special Sessions Academic Course Request Form:

[http://oip.sfsu.edu/sites/sites7.sfsu.edu.oip/files/facultyleader/2015\\_CEL%20Special%20Sessions%20Academic%20Course%20Request.pdf](http://oip.sfsu.edu/sites/sites7.sfsu.edu.oip/files/facultyleader/2015_CEL%20Special%20Sessions%20Academic%20Course%20Request.pdf)

CEL Course Registration Form:

<https://cel.sfsu.edu/sites/sites7.sfsu.edu.cel/files/documents/register/regform.pdf>

Request for Authorization to Travel/Travel Advance Form:

[http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/auth\\_to\\_travel\\_-\\_travel\\_advance\\_02102011\\_0.pdf](http://fiscaff.sfsu.edu/sites/sites7.sfsu.edu.fiscalaffairs/files/forms/pdf/auth_to_travel_-_travel_advance_02102011_0.pdf)

Request for Foreign Travel Insurance Packet:

[http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/FTIP\\_All\\_packet.pdf](http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/FTIP_All_packet.pdf)

Includes:

1. Foreign Travel Checklist
2. Instructions to Complete Request for Foreign Travel Insurance Forms
3. Request for Foreign Travel Insurance Program (FTIP) Coverage
4. Foreign Travel Schedule
5. Participant List

Request for Travel Approval to High Risk Country:

<http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Request%20for%20Travel%20Approval%20to%20High%20Risk%20Country.pdf>

High Hazard Countries List:

<http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/CSURMA%20High%20Hazardous%20Country%20List%202016-17.pdf>

Release of Liability Packet (for students, volunteers and other non-employee travelers):

[http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Release%20of%20Liability\\_2015.pdf](http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Release%20of%20Liability_2015.pdf)

Release of Liability Foreign Travel:

[http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Release\\_of\\_Liability\\_Foreign\\_Travel\\_05\\_2016.pdf](http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Release_of_Liability_Foreign_Travel_05_2016.pdf)

Includes:

1. Student Acknowledgement of Travel Risks
2. Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims

Request to Appoint Volunteer Form:

<http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Request%20to%20Appoint%20Volunteer.pdf>

Student Agreement Form:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/studentagreement.docx>

Medical/Insurance Verification & Authorization Form:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/medicalinsurance.docx>

Summary of CSU Foreign Travel Insurance Coverage:

<http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/FTIP%20Summary%20FY16-17.pdf>

Participant List:

<http://erm.sfsu.edu/sites/sites7.sfsu.edu.safetyriskmgmt/files/Participant%20List.pdf>

Incident Report Form:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/Incidentreport.docx>

Managing Emergencies Abroad:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/Managing%20Emergencies%20Abroad.doc>

Student Evaluation Form:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/studenteval.docx>

Faculty Evaluation Form:

<http://oip.sfsu.edu/oip/oip/files/facultyleader/facultyeval.docx>