

Faculty-Led Study Abroad Proposal Guidelines

- **Basic Description of the Program:**

1. Location?
2. Length of program?
3. At which academic institution abroad will the program take place, if any?
4. What is the sponsoring academic unit(s)?
5. Dean & Department Chair endorsement required
6. What are the minimum and maximum number of students that the program can accommodate/minimum viable enrollment? Please provide a rationale for these numbers.
7. Supplemental program activities (excursions, site visits, etc.)?
8. Will you and/or any of your participants be working with minors while overseas as part of your program? If so, please explain.
9. Will you be bringing any university equipment with you on your trip? If so, please explain.
10. What is your current appointment/position with SF State (faculty [tenured, tenure track, lecturer], Staff, etc.)? With which SF State department/college are you associated?

- **Rationale for Location:**

1. Why overseas?
2. Any conflicts with other programs already established?
3. What is the evidence for the demand by students?
4. How was the site chosen and evaluated?
5. Have you conducted a site visit? Please provide details.

- **Academic Program Abroad**

1. Describe the instructional program
2. How many units?
3. Academic term: Summer? Spring/Winter Break?
4. Tentative departure and return dates?
5. What majors can be accommodated?
6. Classroom contact hours?
7. What are the teaching facilities on-site?
8. How is the site incorporated into the pedagogy?
9. Who is grading the students and based upon what?
10. How will this experience be integrated upon return to SF State?
11. Please provide a detailed course description and syllabus

- **Student Learning Outcomes:**

1. Please articulate goals/purpose of your proposed study abroad trip for you and your students;
2. What is the desired impact on your students?
3. What strategies will you use to increase the chances of meeting these goals?

- **Student Eligibility**

1. Academic requirements?
2. Are only SF State students eligible?
3. Are non-SF State students eligible to participate?
4. Are non-students allowed?
5. Will any minors (under the age of 18) participate on the trip?

- **Detailed Program Itinerary**

1. Please provide a detailed day-by-day itinerary including all side-trips and any layover destinations.
2. Please include contact information (email, telephone, web address, etc.) for any & all groups, organizations and individuals that you will be working with.
3. Please also include a rationale which relates the itinerary to the academic goals of the course.

- **Risk Assessment**

1. Your assessment, as Faculty Leader, of risk factors.
2. Has a physical onsite assessment been performed? Please describe. If not, please provide as much information as possible from your location research to properly assess the risks associated with the proposed location.
3. How you plan to handle emergency situations that may arise?
4. What is your emergency response plan?
5. What happens if you (as the faculty leader) become injured/ill/die during the trip? Who will assume leadership of the group?
6. Please describe your previous experience(s) in the country(ies)/culture(s) to be visited (and/or an indication of how you plan to acquire additional knowledge).
7. Please describe any previous experience with leading student groups off-campus.
8. Please describe your language skills and/or in-country experience, if appropriate to the course.
9. Please provide info on your contacts in the location.
10. Describe any support services abroad.

11. Requirement for faculty member to complete a first-aid class (including CPR) with the American Red Cross; please provide certificate of completion to OIP
12. What will be the adult-to-student ratio for your study trip?
13. Acknowledgement of the need/requirement for CSU Travel Insurance

- **Orientation Programs**

1. Your acknowledgement, as Faculty Leader, of the need/requirement for both a pre-departure and on-site orientation program for your students.
2. Please describe the information to be included in both the pre-departure and on-site orientations.
3. Your acknowledgement of a mandatory orientation meeting for all faculty leaders.
4. Please provide a detailed outline for both a pre-departure and on-site orientation which you will conduct for your participants.

- **Lodging/Logistics/Transportation**

1. Please describe room and board accommodations for the students/faculty leader.
2. Please describe both transportation to and from the U.S. as well as any in-country transportation you will be utilizing.

- **Third Party Providers/Vendors?**

1. Do you plan to work with any third party providers/vendors for your study abroad program?
2. If so, please note that if you will be working with a provider that runs study abroad programs in which SF State sends students to their program (CIEE, IES, CEA, Butler, etc.) or with providers that act as the logistical support for an SF State study abroad program, Executive Order 1081 from the CSU Chancellor's Office establishes strict policies and procedures related to the review and approval of all third party study abroad providers/vendors contracted by SFSU. SF State is required to follow a very specific process for the review and approval of all such providers.

- **Recruitment Strategy**

1. Please describe how you will recruit the minimum number of students needed to run the program.
2. Strategies may include: working with other faculty members in your department; cross-listing your course with another department; staffing an info table at an SF State study abroad fair; social media; classroom visits; student organizations; alumni engagement; targeted emails to students in certain majors, Dean's List, etc.; flyers/printed media, etc.

- **Detailed Budget Plan**

1. Please include a detailed program and student budget.
2. Please also indicate whether you would like to obtain either reimbursement of your expenses, or your salary, or volunteer (no reimbursement/salary) as part of your budget proposal.
3. Please provide a detailed budget detailing both your expenses as faculty leader as well as expenses per student.
4. Items to include in your detailed budget include: salaries, if applicable; travel expenses; tuition & fees to host institution & to SF State; excursions, cultural activities, service learning, etc.; administrative fees; student accommodations & meals; transportation; visas; travel insurance; any additional costs/incidentals?
5. Budget Shortfall Plan? How do you plan to compensate for any budget shortfall if the program does not meet the minimum required enrollment?

- **Evaluation plan**

1. Please describe how you plan to assess the program (on-site, upon your return)
2. How will the information you gather be used to review, analyze & improve future programs?

ATTESTATION OF ACCURACY

I attest that all of the information provided in this faculty-led study abroad trip proposal is true and accurate to the best of my knowledge. I understand that any false information provided in this proposal may result in the faculty led-study abroad proposal being denied or the trip being cancelled.

I agree that any changes or modifications to the information in this proposal will be presented to the Office of International Programs (OIP) and Enterprise Risk Management (ERM) for review and approval. Any changes must be approved in writing by OIP and ERP prior to trip departure.

Faculty Trip Leader #1 Name	Department	College
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Faculty Trip Leader #1 Signature	Date
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Faculty Trip Leader #2 Name	Department	College
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Faculty Trip Leader #2 Signature	Date
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Faculty Trip Leader #3 Name	Department	College
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Faculty Trip Leader #3 Signature	Date
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Note: Proposal needs to be reviewed and approved on next page by both the Department Chair and College Dean before submitting to OIP.

DEPARTMENT CHAIR AND COLLEGE DEAN APPROVAL

My signature below verifies my support for and approval of the attached proposal & budget for a faculty-led study abroad trip.

Department Chair's Name

Department

Signature

Date

Dean's Name

College

Signature

Date

Submit to:
Jay Ward, Associate Director
Office of International Programs
jward@sfsu.edu
X81121

DATE PROPOSAL SUBMITTED TO OIP

