

STUDY ABROAD/AWAY PROGRAM PROPOSAL

Faculty and Staff Toolkit – Academic Content

APPLICANT INFORMATION

NAME: _____ TITLE: _____

DEPT.: _____ COLLEGE: _____

EMAIL: _____ EXT.: _____

ADDITIONAL APPLICANT INFORMATION (IF APPLICABLE)

NAME: _____ TITLE: _____

DEPT.: _____ COLLEGE: _____

EMAIL: _____ EXT.: _____

COURSE INFORMATION - ___ N/A (CHECK HERE IF THE PROGRAM IS NOT TIED TO A COURSE)

TITLE: _____ SUBJ: _____ #: _____ NO. OF UNITS: _____

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TERM/YEAR COURSE(S) WILL BE OFFERED:

Fall ___ Fall Break ___ Winter ___ Spring ___ Spring Break ___ Summer ___ /20 ___

TERM/YEAR TRAVEL WILL TAKE PLACE:

Fall ___ Fall Break ___ Winter ___ Spring ___ Spring Break ___ Summer ___ /20 ___

GRADING METHOD: Letter Grade _____ CR/NC _____ Student option _____

COURSE AND PROGRAM ENROLLMENT INFORMATION (IF APPLICABLE):

- The minimum course enrollment number (MIN#) must cover program costs, which include both instructional costs and travel program inclusions.
- To meet MIN# requirements, the established minimum number of students must register in the total number of units for the specified courses included in the program.
- EIP will determine the MIN# during the Budget Approval Stage of the planning process for winter and summer session courses; for other academic terms/program cycles, EIP will confirm the MIN# with relevant departments and colleges.

I AM WILLING TO ACCEPT NON-CSUF PARTICIPANTS: Yes _____ No _____

PROPOSED PROGRAM INFORMATION

On a separate page, please provide the following information:

- How will you adapt course content to incorporate study abroad/away?
- Outline as applicable the relationship between the affiliated course and time to degree/degree completion.
- A draft course syllabus, which provides details about pre-trip class meetings, class meetings abroad, site visits abroad, and post-trip class meetings.
- Your relevant experience to leading a program abroad away (linguistic, travel, research, etc.
- Your experience outside of the classroom supporting student experiential learning, research, and travel.
- Partnerships or organizations that will support program development and implementation, if known.
- How will this program/course integrate inclusion and diversity?

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APPROVAL OF DEPARTMENT STUDY ABROAD/AWAY PROGRAM PROPOSAL – ACADEMIC CONTENT

Note – In addition to this proposal, faculty and staff must follow their respective department and/or college processes for submission of study abroad/away proposals and approval in advance of requesting approval for the EIP form.

1. Department Chair Approval

- I have read the Faculty/ Staff (circle one) proposal and discussed the course offering with the faculty member. _____ N/A (check here if the program is not tied to an academic course offering.)
- I certify that the course of study and/or proposed program is within the applicant's field of competence.
- I agree that the student learning objectives for the course and/or program can be met within the study abroad format, including appropriate pre- and post-trip meetings.
- I approve the offering of this course abroad.

Dept. Chair Signature

Dept. Chair Name (print)

Date

2. College Dean Approval

- I approve the Department Chair's recommendation.

College Dean/Assoc. Dean Signature

College Dean/Assoc. Dean Name (print)

Date

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Study Abroad and Global Engagement, Global Titans Center
Extension & International Programs