

STUDY ABROAD/AWAY PROGRAM PROPOSAL

Leading a Study Abroad of Away Program: A Faculty and Staff Toolkit

APPLICANT INFORMATION

NAME: _____ TITLE: _____

DEPT.: _____ COLLEGE: _____

EMAIL: _____ EXT.: _____

COURSE INFORMATION

COURSE INFORMATION - TITLE: _____ #: _____ NO. OF UNITS: _____

TERM/YEAR COURSE WILL BE OFFERED:

Fall ____ Fall Break ____ Winter ____ Spring ____ Spring Break ____ Summer ____ /20____

PROPOSED MINIMUM ENROLLMENT: _____ PROPOSED MAXIMUM ENROLLMENT: _____
(Based WTUs of instruction)

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

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

PROPOSED PROGRAM INFORMATION

On a separate piece of paper, please provide the following information:

- Tentative Program Dates - **EIP requires the following date information:** Orientation Dates (start/end times and location); Pre- and PostTravel On-Campus Meetings (start/end times and location); Travel Start Date; Travel End Date; Final Submission Deadline for Related Classwork
- Program Location
- Is the program location in a country or region considered High-Hazard, according to the CSURMA list, or is the program location in a country or region assigned a threat level of 3 or higher, according the U.S. State Department? If so, please describe your experience traveling under these circumstance and any precautionary measures you or will implement to address security concerns.
- If applicable, 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 and draft itinerary, 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.
- Your program recruitment plan outline.
- An overview of how the study abroad/away experience will contribute to your own scholarship, pedagogy and/or professional development

Shari Merrill: smerrill@fullerton.edu

Study Abroad, Global Titans Center

Extension & International Programs

STUDY ABROAD/AWAY PROGRAM PROPOSAL

Leading a Study Abroad of Away Program: A Faculty and Staff Toolkit

APPROVAL OF DEPARTMENT STUDY ABROAD/AWAY PROGRAM PROPOSAL

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