SDSU Faculty Led Study Abroad Program Proposal

Apply now for programs taking place in 2017. This includes programs beginning in December 2016 that continue into January 2017. Please read the RFP before completing the online form.
https://docs.google.com/forms/d/1zhidGL5jaCiof7JCDdp9SsdJvN7yOpVEk7aXBwJeA78/viewform

Proposals due: February 29, 2016
Notifications of approval: beginning April 1, 2016

INSTRUCTIONS
1. Complete the following proposal form
2. Email syllabus and itinerary (or list of proposed co-curricular activities) to oip@mail.sdsu.edu with a subject line that begins with "FLP (semester of travel) 2017" followed by the program leader's last name. Ex: FLP Summer 2017: Smith

*It is possible to page through the entire survey before completing the answers.
*You may edit your proposal or return to complete a partial submission by clicking submit on the last page and saving the link that appears.
*Completion time for previously proposed programs should take 10-15 minutes.

For assistance completing the proposal contact the Office of International Programs: oip@mail.sdsu.edu

All courses must be approved by the department before final approval can be given. Therefore we urge applicants to discuss their proposal with their chair or director early in the process.

PSFA faculty members must contact Giancarlo Taylor (gtaylor@mail.sdsu.edu) prior to submitting a proposal.
CBA faculty members must contact Teresa Donahue (tdonahue@mail.sdsu.edu) prior to submitting a proposal.

For assistance developing in developing programs contact your college representative or the College of Extended Studies (CES) Faculty-Led Study Abroad Department: http://www.ces.sdsu.edu/Pages/Engine.aspx?id=515
College of Arts and Letters: Melissa Bolthouse mbolthouse@mail.sdsu.edu
College of Education: Sarah Maheronaghsh smaheron@mail.sdsu.edu
College of Engineering: Donovan Geiger dgeiger@mail.sdsu.edu
Division of Undergraduate Studies & Honors College: Chris Kjonaas ckjonaas@mail.sdsu.edu
College of Sciences: Maureen Crawford mcrawford@mail.sdsu.edu

Program Leader(s)
Please list the names of all SDSU faculty/staff members accompanying students on the program.

1. **Program Director Name**
   Person leading the program abroad

https://docs.google.com/a/mail.sdsu.edu/forms/d/1zhidGL5jaCiof7JCDdp9SsdJvN7yOpVEk7aXBwJeA78/printform
2. **Affiliation**  
Affiliation with SDSU (e.g. professor, associate professor, adjunct, lecturer, staff etc.)

3. **Email**

4. **Phone**

5. **Department**

6. **College**

7. **Additional Director/Staff Name**  
If applicable and traveling with group

8. **Affiliation**

9. **Email**

10. **Phone**

11. **Department**

12. **College**
13. Are any of the program directors scheduled to be on sabbatical Fall 2016-Summer 2017? If yes, state name and term of sabbatical.

14. Are you working with a college international programs coordinator or other staff member to develop this program? Please list their name.

Program Information

15. Title

16. Location
   Country:

17. City:

18. Term
   Check all that apply.
   - Winter '17
   - Spring Semester '17
   - Spring Break '17
   - Summer '17
   - Fall '17

19. What is the length of the proposed program? If known, please indicate approximate date of departure

20. If known, please indicate approximate date of return
21. **Please provide a summary of your program that includes the following:**
   1) **Student learning outcomes** - What will students gain from participating in this program?
   2) **Intended participants** - Who is the target audience? Are they required to study abroad?
   3) **Is there student interest in proposed location?** What is the basis for your reply?

22. **Please provide a description of proposed excursions and how they tie into the coursework and learning objectives.**

**Experience**

23. **Have you led a study abroad program in the past?**
   
   *Check all that apply.*
   
   - [ ] Yes
   - [ ] No

24. **If yes, please describe the program(s) (Include the location, term, length, subjects taught)**

   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
25. Why have you selected this location?

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

26. **Do you have prior experience in the proposed location(s)?**

*Check all that apply.*

☐ Yes
☐ No

27. **If yes, please explain the nature of your experience. (i.e. are you familiar with the country’s cultural norms, do you have academic or personal contacts)**

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

28. **Do you speak the language of the host country?**

*Check all that apply.*

☐ Yes
☐ No
☐ Somewhat

**Academics**

All SDSU students who participate in study abroad programs conducted through CES must maintain a GPA of 2.0 or higher and may not be on disciplinary probation.

All courses must be approved by the department before final approval can be given. Therefore we urge applicants to discuss their proposal with their chair or director early in the process.
29. Please list the course(s) that you propose to offer on this program (e.g., GENS 450: Advancing Engagement) and the corresponding prerequisite, if applicable.

Course Number and Title

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

30. Please list any additional program requirements (e.g. completion of 3 semesters of college level Spanish).

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Study abroad courses must have 15 contact hours per unit. Please describe how this requirement will be met in your syllabus.

Study abroad courses must have 15 contact hours per unit. Please describe how this requirement will be met in your syllabus.

Program design and in-country support

SDSU can ensure comprehensive support in many international locations through University authorized study abroad program provider. Approved providers can facilitate all in-country logistics (accommodations, excursions, classroom space, etc.) For a list of locations serviced by an approved provider click: https://newscenter.sdsu.edu/oip/current_jeos.aspx?&spv=t

Universities and other service providers not on the authorized list may be used to provide in-country support with prior SDSU approval.
31. **Who will provide in-country support for your program?** If known, please list the name of the study abroad program provider or institution you propose to work with.

..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................

32. **What on-site support is available for emergencies, housing, and logistics?**

..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................

**Recruitment**

Programs generally require a minimum of 15 participants. Programs that meet this requirement will have guaranteed travel funding for one instructor. Programs that enroll more than 20 students may be eligible to receive travel funding for a second instructor or assistant.

33. **Do you expect to recruit at least 15 SDSU students to participate in your program?**

   *Check all that apply.*

   - [ ] Yes
   - [ ] No

34. **What is the maximum number of students you can accommodate on your program?**

..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................

35. **Exceptions to the enrollment requirement may be granted to programs that are limited due to field restrictions or other circumstances.** If this applies to your program please explain why an exception should be granted.

..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
..............................................................................................................................
36. Please describe this program's target audience (i.e. specific majors or minors, language training, etc.)

.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................

37. How do you plan to meet the enrollment requirement?

.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................

38. Additional Details
Please provide any additional information or comments.

.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................
.................................................................................................................................................................

Thank you for submitting your proposal!
Don't forget to email a copy of the syllabus and itinerary (or list of proposed co-curricular activities) to oip@mail.sdsu.edu with a subject line that begins with "FLP (semester of travel) 2016" followed by the program leader's last name.
Ex: FLP Summer 2016: Smith