

SDSU Office of International Programs
Request for Proposals
Faculty-Led International Programs

Proposals are due February 13, 2017 for
Programs taking place Winter 2017/18 through Fall 2018
Application opens November 7, 2016
Notifications will be sent out beginning April 10, 2017

[Apply now](#)

Faculty-led international programs are an integral part of SDSU's strategic goal to increase the number of students that participate in an international educational experience. To comply with CSU/SDSU requirements and to ensure program success for faculty and students, all faculty-led programs (FLPs) must be approved by the Office of International Programs (OIP).

The following activities are considered to be faculty-led international programs and require approval:

- Credit bearing international programs run through the [College of Extended Studies \(CES\) Faculty-Led Study Abroad Department](#) (CES-FLP).
- Credit bearing international programs that are part of SDSU courses taking place outside the U.S.-Mexico border region.
- Non-credit international experiences for students such as field trips, service learning, research, field work, performances, and workshops led or designed by a faculty or staff member.

Courses and field trips taking place in the U.S.-Mexican border region that are not run through CES are approved through a separate process. Contact [OIP](#) for application form and instructions.

If you are accompanying, sending, or otherwise facilitating an international experience involving SDSU students please contact [OIP](#) for planning guidance and to request approval.

All programs must be developed in accordance with CSU and SDSU guidelines. Faculty leaders may not select program providers or negotiate student program expenses on their own.

Proposals will be evaluated with input from OIP, department heads, college deans, the CES Office of Faculty-Led Programs, and the SDSU Study Abroad Office. Applicants are urged to discuss their proposal and course selection with their department head and college international program (IP) liaison before submitting a proposal to OIP.

- College of Arts and Letters: Dr. Peter Atterton (atterton@mail.sdsu.edu)
- College of Business Administration: Dr. Teresa Donahue (tdonahue@mail.sdsu.edu)
- College of Education: Dr. Sarah Maheronnaghsh (smaheron@mail.sdsu.edu), Dr. Jacki Booth (jbooth@mail.sdsu.edu)
- College of Engineering: Dr. Theresa Garcia (tgarcia@mail.sdsu.edu)
- College of Health and Human Services: Roxanne Reidel (rriedel@mail.sdsu.edu)

- College of Professional Studies and Fine Arts: Giancarlo Taylor (gtaylor@mail.sdsu.edu)
- College of Sciences: Maureen Crawford (mcrawford@mail.sdsu.edu)
- Weber Honors College: Chris Kjonaas (kjonaas@mail.sdsu.edu)

Proposals will be reviewed based on the following criteria:

Academic Program

- Proposal clearly defines student learning outcomes
- There is a clear connection between proposed location and learning outcomes
- Co-curricular activities clearly support program learning outcomes
- Program and/or course meets student academic needs (minor, major, study abroad requirement)
- ***For credit bearing programs: A course offered in a term of fewer than 15 weeks shall contain the same contact number of contact hours, preparation time, content, and requirements as the same course offered over a 15-week semester. A unit credit hour shall represent 50 minutes of lecture or recitation combined with two hours of preparation. (per SDSU Policy File).***
- ***For credit bearing programs: Does the syllabus clearly indicate 15 credit hours of lecture or recitation per each unit combined with 30 hours of preparation per each unit of credit? Is there sufficient time to accomplish this within the course dates?***
- Out-of-class expectations regarding homework/experiential learning, journals/blogs are defined
- Post-program debrief/reflection included
- In-country programming includes meaningful interaction with local students, guest lecturers, community members
- Learning outcomes and activities are achievable in timeframe outlined in the itinerary

Program Leader

- Program leader has previous experience in or understanding of proposed location
- Program leader is committed to recruitment and development

Recruitment Potential

- Program/course is likely to meet the required minimum amount of students (in consideration of other programs)
- Program has adequate on-site support
- Recent program enrollment history has been successful
- Program does not directly compete with existing programs

Approved programs must consider the health, safety and security of students, staff and faculty as a central feature of planning and operation.

- Is the program location on the State Department Travel Warning/Alert or CSU high hazard lists?
- Is the student/staff ratio sufficient to provide appropriate levels of oversight given the program's location and activities?
- Can emergency services be accessed in a timely manner from this location?
- Can the program leaders effectively communicate with emergency services and SDSU/CSU from the program's location?

Proposal Instructions:

1. Programs involving more than one faculty or staff member should apply on a single proposal.
2. A proposal consist of the [online form](#), a complete syllabus for each course proposed, and itinerary or list of proposed co-curricular activities (excursions). The syllabus should include student learning outcomes and clearly state how the required contact hours and preparation time will be met within the course dates. Faculty are encouraged to include a draft schedule within the syllabus.
3. After completing the online form, email a copy of the syllabus for each proposed course and draft itinerary or list of proposed co-curricular activities to qip@mail.sdsu.edu with a subject line that begins with "FLP (semester of travel) 2018" followed by the program leader's last name. Ex: FLP Summer 2018: Smith

Please consult the [OIP website](#) for additional information regarding program development and guidelines for bringing travel companions on faculty led programs.

Faculty Travel Grants

Faculty applying through this process do not need to submit a separate request for OIP travel funds. Approved programs will receive travel funding assistance. Programs run through the College of Extended Studies require a minimum of 15 participants. Programs that meet this requirement will have travel fundingⁱ for one instructor. 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 you will be able request an exception. Programs that enroll more than 20 students may be eligible to receive travel funding for a second instructor or assistant. Programs that enroll fewer than 15 students may be eligible for partial funding through OIP.ⁱⁱ

Mandatory Program Leader Training

All faculty and staff accompanying students out of the country will be required, prior to departure, to attend a study abroad program leader training session. The two-hour long program meets CSU requirements and will cover the following topics to assist faculty members in leading successful programs abroad:

- SDSU Emergency Response and Communication Plan
- In-country communication plan
- University policies on student conduct while abroad
- Health and safety information
- Program director's role and responsibilities
- How to design a pre-departure orientation for your students
- Liability issues
- SDSU Risk Management and Travel Procedures

Additional trainings and information sessions will be provided throughout the year and will cover program development, marketing and recruitment strategies.

Training dates are available on the [OIP website](#).

ⁱ Funding will be provided for reimbursable travel expenses as stated on the [OIP website](#).

ⁱⁱ Contact [OIP](#) for more information.