

Renewal of an Existing HSU Faculty-Led Study Abroad Program (FSAP) Proposal

Proposal Deadline: Nov. 15th 2013 – deadline for the proposal to be ready for review by the Director of the Center for International Programs.

(Renewal proposals submitted Nov. 1st 2013 will be for programs starting summer, fall or spring of 2014)

Programs must be ‘signed off’ by the Director of the Center for International Programs for summer, fall or spring of the following year before being advertised to students.

These deadlines have been set by the International Program Review Committee (IPRC) and are firm.

Please submit this proposal to: Penelope Shaw – pjs25@humboldt.edu 826-3942 – House 13

Program name

Program site(s)

Program Director's Name (print)	Signature	Date
--	------------------	-------------

Program Director's Name (print)	Signature	Date
--	------------------	-------------

**Reviewed and Recommended for Approval by Academic Vice Provost,
Department Chair, and College Dean.**

Vice Provost	Date
--------------	------

Department Chair	Date
------------------	------

College Dean	Date
--------------	------

For office use only

Final review by:

Study Abroad Coordinator	Date
---------------------------------	-------------

Director of Center for International Programs	Date
--	-------------

Faculty-led Study Abroad Programs (FSAP)

Faculty led programs are HSU sponsored programs developed at the university. Students enroll in HSU classes which are taught at an international location. These programs are usually offered during the summer through Extended Education ('self-support'). Programs can be developed with the assistance of a Third Party Service Provider; an entity that provides the logistical support in the program location. Please review the following information for more details about different types of programs: http://humboldt-international.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=CA8F6CAE-A4BA-DB3E-035E0863665150C7 under 'Developing a New Program'.

Your proposal needs to be supported and approved by your department and college. Any new curricular proposals (including those offered through extension) should be submitted for department and college review. Departmental and college discussion of curriculum and personnel issues is encouraged in the initial stages of planning.

The International Programs Review Committee (IPRC) was established as a sub-committee of the International Advisory Committee (IAC) to review all study abroad programs offered at Humboldt State University prior to being offered to students, and to ensure that all health, safety, and risk management issues will be appropriately covered in accordance with respective executive orders and risk management policies.

The members of the IPRC have a considerable amount of collective international and program development experience and you are encouraged to bring your draft proposal to individual committee members or the entire committee for suggestions about how to proceed.

The staff in the Center for International Programs are happy to assist you at any point in the proposal writing process. Please call Penelope Shaw 826-3942 to make an appointment.

There are ten topics that need to be addressed in the proposal: program description, logistics, housing and food, transportation, recruitment plan, faculty, teaching assistants and guest lecturers, course listings, health and safety, itinerary and budget.

Please submit the completed draft or final proposal to Penelope Shaw at: pjs25@humboldt.edu

1. Program Description

Please write a short description of the changes, if there are any, since the last time the program was advertised (on a separate sheet). Please also address the ability of the program to accommodate students with learning and physical disabilities if you have not done so in any previous proposal. If the activities on the program require students to be able to perform in specific ways (stand still for a long period of time, wake up very early, work hard in adverse conditions such as altitude, heat, mud, difficult terrain etc.) please describe these requirements.

2. Itinerary

Please attach a separate document that outlines the program itinerary including dates, field trips, study days (including a short description of the class content) and locations. Attach a tentative itinerary if the itinerary is not yet firm. A final itinerary will need to be submitted at least two weeks before departure. Please see the example below:

Date	Activity	Location	Contact Hours	Independent student work hours expected
June 1st	ANTH 480 Class – The Meaning of life	Room 405	2	
June 2nd	Fieldtrip – The Tombs of the Kings	San Cristobal	6	
June 3rd	ANTH 480 Class – The End is Nigh	Room 405	2	
June 4th	Weekend - Free Day		0	
Etc. etc.				

3. Budget

Please use the excel spreadsheet provided.

The budget sheet suggests expense items that might apply to your program. You can name and insert specific items in one of the three categories; costs particular to the student, costs particular to the faculty and fixed expenses. The document will then calculate the approximate cost to the student.

If the program needs to generate a fixed amount for the program to run the calculations will be different.

How will your partners/guest speakers/service providers expect to be paid? Once the program has been approved please be prepared send a list of names, addresses, account numbers, and any other information that will enable the payment of fees or honorariums to pjs25@humboldt.edu

4. Logistics

Start Date:

End Date:

These dates are (please check one): Tentative Final

Faculty departure date

Target student group size: Minimum: Maximum:

Who will be planning the logistics (housing, meals, and transportation) of your FSAP?

(Please check all that apply)

Program Director/s YES NO

- If yes, will you be working with a partner institution in the host country?

Name:

Address:

Contact Person:

Phone Number:

Email:

Program Provider/Travel Agency/Abroad Coordinator YES NO

- If yes, please complete the details below

Name:

Address:

Contact Person:

Phone Number:

Email:

5. Housing and Food

Is food provided at the site? YES NO

If food is not provided on site where will students be eating?

Students:	<u>Housing</u>	Faculty:
Type:	Type:	
Physical Address:	Physical Address:	
Phone:	Phone:	
Website:	Website:	
Email:	Email:	

Can the housing accommodate a student with physical disabilities? YES NO

If students will be staying in a homestay who has arranged the homestay and what criteria have been used to assess the suitability of the homestay families?

If students will be staying in a hostel/university dorm/hotel what criteria were used to assess the safety and security of these locations?

Who will be supervising the students staying in a hostel/university dorm/hotel?

6. Transportation

Proposed transportation to program country:

Proposed in-country transportation (bus - incl. name and contact info of company)

Field trips included in itinerary (Include even if still tentative - with locations, dates, method of transportation)

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

Date: Field Trip description:

7. Student recruitment plan

Which students are the target populations?

CIP will assist with student recruitment and program promotion, but it is expected that program directors will be active in recruitment (e.g. classroom visits, Study Abroad Fair, etc.). In what other ways will you help promote the program?

Pre-departure preparation meetings with students (in addition to the mandatory CIP Pre-Departure Orientation held at the end of each semester for all HSU students going abroad)

How many:

Proposed dates:

What topics will be covered?

State selection criteria: Minimum GPA

Is an interview required?

Specific class standing?

*Pre-requisites?

*Other

* Please elaborate

8. Faculty, teaching assistants and guest lecturers

How many faculty members will accompany the group?
(Please list each persons' information below)

(Please list each

Program Director/ Faculty # 1

Name and title:

Department:

Campus address:

Telephone:

e-mail:

Do you have any experience in the host country? If yes, please explain.

Do you speak the host country language (if applicable)?

Faculty #2 (if applicable)

Name and title:

Department:

Campus address:

Telephone: _____ e-mail:

Does faculty #2 have any experience in the host country? If yes, please explain:

Does faculty #2 speak the host country language (if applicable)?

If there is more than one faculty member:

How will you share responsibilities?

What experience do you have working together?

If anyone is volunteering to help with the program (unpaid) they will need to complete the HSU Volunteer Form at: <http://humboldt.edu/forms/glossary/h>

How many teaching assistants will accompany the group? _____ *(Please list each TA's information below) Depending on the status of the TA they may be required to complete forms for payment and insurance purposes.*

Name:

Department:

Contact Info:

Name:

Department:

Contact Info:

Does/do the TA (s) have any experience in the host country? If yes, please explain:

Does/do the TA(s) speak the host country language?

Will there be any guest lecturers/ host institution faculty participating in the program?
(Please list each guest lecturers' information below. If you don't have the information at the time of proposal submission, please submit it as is becomes available.) Depending on the status of the guest lecturer they may be required to complete HSU forms for payment and insurance purposes.

Name 1:

Area of expertise:

Institutional affiliation:

If this person is teaching a class - name of class:

Name 2:

Area of expertise:

Institutional affiliation:

If this person is teaching a class - name of class:

Name 3:

Area of expertise:

Institutional affiliation:

If this person is teaching a class - name of class:

9. Course Listing(s)

The DOE, WASC, and the CSU have issued new guidelines for the definition of a 'credit hour' which can be found here: <http://www.calstate.edu/AcadAff/codedmemos/AA-2011-14.pdf>. Because each student credit unit represents at least three hours of student work, in some combination of instructional time and independent work time, programs should offer no more than 1 to 1.2 units of credit per week. Please define how the courses will be taught (on-line, at HSU, in the study abroad location or a combination of locations). Note that only time spent on coursework activities contributes to this total.

You may be asked to provide syllabi for the classes taught abroad at a later date.

a) Course Title:

Course Code and Number:

Number of units:

What area, competency, or major requirements will the course meet?

Course prerequisites (including language):

Course instructor:

b) Course Title:

Course Code and Number:

Number of units:

What area, competency, or major requirements will the course meet?

Course prerequisites (including language):

Course instructor:

c) Course Title:

Course Code and Number:

Number of units:

What area, competency, or major requirements will the course meet?

Course prerequisites (including language):

Course instructor:

d) Course Title:

Course Code and Number:

Number of units:

What area, competency, or major requirements will the course meet?

Course prerequisites (including language):

Course instructor:

e) Course Title:

Course Code and Number:

Number of units:

What area, competency, or major requirements will the course meet?

Course prerequisites (including language):

Course instructor:

10. Health and Safety

HSU's Emergency Management Plan that can be found here: http://humboldt-international.terradata.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=CA8F6CAE-A4BA-DB3E-035E0863665150C7 These are the protocols that will be followed in case of an emergency. Please familiarize yourself with this document.

How will you be reached in the case of an emergency?

E-mail:

Skype address:

* In country phone number (including country code):

***If not known now please send to CIP as soon as known.**

Are you planning to buy cell phone for the students? YES NO

If you checked YES this cost should be included in the budget.

If students are not with you at all times what will be your communication plan in case of emergencies?

In-country preparedness:

Please attach a separate document that addresses any changes in the country and/or the FSAP location safety and risk management issues. These might include changes in health facilities/hospitals, safety, crime, and any other special considerations relevant to your FSAP.

In order to understand current safety issues, please refer to your own experiences and the Department of State's country specific website: <http://travel.state.gov>.