HUMBOLDT STATE UNIVERSITY

Center for International Programs · College of Extended Education and Global Learning

Faculty-Led Study Abroad Program (FSAP) Renewal Proposal

Instructions

Renewal Proposal Deadlines: Please see the Schedule (**www.humboldt.edu/goabroad,** click on the 'Faculty' link).

Please submit this document and all attachments to Center for International Programs.

Please complete those items/sections that have changed or have been modified from your original proposal. For those sections where no changes have occurred, please check the No Changes box.

Program Information

1. Program Description

Please write a short, updated description of the program identifying any changes or additions from the original proposal. The description, if changes where made, will be uploaded to the program website.

2. Proposed Program Dates (required)

Confirm the beginning and end dates of the program.

Start date:_____   End date:_____

3. Proposed Itinerary (required)

Please submit your proposed itinerary including all field trips, dates, activities, contact hours and independent student work hours. Also indicate when nonpublic transportation procured by the program will be used on field trips. Attach the itinerary, in the format below, to this document.

A final itinerary will be required in Part 2 of the Proposal.

Date	Activity	Location	Contact hours	Independent student work hours expected
June 1st	ANTH 480 Class - The Meaning of Life	Room 405	2	4

4. Proposed Budget (Required)

Please include a budget with your Renewal Proposal. A final budget, required later, which will be prepared, reviewed and approved by CEEE and CIP.

The budget spreadsheet template can be found on the Faculty page of the Study Abroad website (www.humboldt.edu/goabroad).

Most study abroad programs at HSU are offered during the summer and financial aid students can only use loan money they have 'left over' from the previous year. In past years the cost of programs has been about $500 - $700 a unit (total cost of the program, not including airfare, divided by the number of units).

5. Course listings

Please update the descriptions (class code, units, class name) of the courses being offered. If substantial course changes have been made (unit value changed, class changed, syllabus changed) the Vice Provost for Academic Affairs will need to review the changes before final program approval is given.

Indicate which classes and how many units the Program Director will be teaching. Many programs offer a 480 or 499 options for students who may have completed one of the courses offered on the program.

☐ No changes

6. Service Providers

If you are using another institution or organization to provide services please state the name and address and contact information of the provider. (example: University of Armenia, or GoTravelMe Student Travel).

☐ No changes

Indicate the services they will be providing (check all that apply).

☐ Housing   ☐ Transportation   ☐ Food   ☐ Classroom space   ☐ Staff

☐ Other services/facilities (please describe):

7. Housing and Food

Please update housing and food arrangements. How many meals will be provided? Where will students eat?

☐ No changes

    a) Will the program be able to accommodate students with dietary preferences or needs (vegan, gluten intolerant, vegetarian, etc.)? If not this should be clearly stated on the promotional material.

    ☐ Yes   ☐ No

    b) Housing – Describe the type(s) of housing the students will be using on this program. (Check all that apply)

    ☐ Residence halls/dorms   ☐ Hotels   ☐ Homestays

    ☐ Other (please describe):

    c) Can the program housing arrangements accommodate students with disabilities? If so please define parameters.

    ☐ Yes   ☐ No

    If so, please define parameters:

    d) If students will be staying in a homestay who will arrange the homestay and what criteria will be used to assess the suitability of the homestay families?

    e) If students will be staying in a hostel/university dorm/hotel what criteria will be used to assess the safety and security of these locations? Who is arranging the housing and who will be supervising the students if they are staying in a hostel/university dorm/hotel?

8. Faculty, volunteers, teaching assistants, program coordinators, and guest lecturers

☐ No changes

*If the same personnel (volunteer/teaching assistant/guest lecturers/program coordinators) are assisting with the program they will still need to complete a new form each year of the program.

a) Faculty: How many faculty members will accompany the group? (Including the Program Director)

_____

b) Does the Program Director have any experience in the host country and speak the host country language (if applicable)? Please explain:

_____

c) Volunteers: How many volunteers are helping with the program (unpaid)? They will need to complete the HSU Volunteer Form at: https://forms.humboldt.edu/hsu-volunteer-form. Volunteers are required to purchase Travel Health Insurance.

(Volunteer's documents and details will be completed in Part 2 of the Proposal)

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d) Teaching Assistants: How many teaching assistants will accompany the group? Depending on the status of the TA (are they being paid from the program costs/grant/other?) they may be required to complete forms for payment and insurance purposes. Please confirm TA's status with CEEE to arrange payment. TA's may need to complete a Travel Authorization and will be required to purchase Travel Health Insurance.

(TA's documents and details will be required in Part 2 of the Proposal)

_____

e) Guest Lecturers: How many Guest Lecturers will be presenting to the group? If the guest lecturers will be paid separately (i.e. not by the funds going to the partner organization) they will need to complete the form found here: http://humboldt.edu/forms/node/594.

(Guest Lecturers' documents and details will be required in Part 2 of the Proposal)

_____

f) Program Coordinators: How many host country Program Coordinators (Housing coordinators, Internship coordinators) will be assisting with the program? If the program coordinators are not being paid by the partner organizations please complete their contact information and payment details. They will need to complete the Special Consultant Form: http://humboldt.edu/forms/node/89.

(Program Coordinators' documents and details will be required in Part 2 of the Proposal)

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9. Transportation ☐ No changes

The Chancellor's Office requires that the Certificates of Insurance for all non-public transportation procured by the program be on file before any HSU faculty/student can use the vehicle. If they are not available at the time this document is submitted they must be provided to CIP a minimum of two weeks before departure.

Note: CIP is required by the Chancellor's Office to submit these to the Office of Risk Management before the program departs.

Proposed in-country transportation for students and faculty. (Check all that apply.)

☐ Privately owned buses   ☐ Privately owned   ☐ Rental cars   ☐ Boat   ☐ Public
☐ Other (please describe):

10. Health & Safety

HSU's Emergency Management Plan can be found here: http://humboldt-international.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=CA8F6CAE-A4BA-DB3E-035E0863665150C7.

These protocols will be followed in case of an emergency. Please familiarize yourself with this document.

a) How can you be reached in case of an emergency? Check all that apply.
☐ Email:_____
☐ Skype:_____
☐ In-country phone*:_____
If not known, please send to CIP within 24 hours of arrival in country.
☐ Other (please explain):

b) Are you planning to buy cell phones for the students?   ☐ Yes ☐ No
   If you checked yes, this cost should be included in the budget.

c) REQUIRED: when you are in-country, you will need to develop a communication plan in case of emergency.

d) REQUIRED: Please address any country and FSAP location specific safety and risk management issues that may need to be addressed and how you will prepare the students for them. Include statements about drinking water quality, climate, altitude, adverse conditions such as poor air quality, nearest health facilities/hospitals etc. Review the State Department (http://travel.state.gov) and the Center for Disease Control (http://www.cdc.gov/) websites for any updates and address health, safety, crime, and any other special considerations relevant to your FSAP.