

## Faculty-Led Study Abroad Program (FSAP) Proposal

### Proposal Deadlines

Please see the Workflow Checklist for New HSU Faculty-Led Study Abroad Programs ([www.humboldt.edu/goabroad](http://www.humboldt.edu/goabroad), click on the 'Faculty' link)

### Introduction

Faculty led study abroad programs (FLSAP) are sponsored by HSU; 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 under 'Developing a New Program'.

The Proposal needs to be supported and approved by your department and college, and discussion concerning curriculum (including the number of units offered), and personnel issues is encouraged in the initial stages of planning. Any new curricular proposals (including those offered through Extended Education) must be submitted for department and college review.

### Background

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. The function of the IPRC to ensure that all health, safety, and risk management issues are appropriately covered in accordance with respective executive orders and risk management policies.

The members of the IPRC have extensive experience with the development of international academic programs. Faculty are encouraged to bring the draft proposal to individual committee members for suggestions about how to proceed prior to presenting to the entire committee. To see a list of current committee members please reference the faculty page.

The staff in the Center for International Programs will assist you in scheduling a time to meet with the committee when you have your proposal documents done. Contact [international@humboldt.edu](mailto:international@humboldt.edu) to request an appointment with the committee.

### Instructions

#### Part 1

The proposal is presented to the IPRC and is intended to be a document that helps the proposer consider and confirm many of the details such as the budget, dates, accompanying staff members and TAs, and itinerary etc.

After the proposal has been reviewed by the IPRC the committee may request more details before the proposal is fully approved.

#### Part 2

Upon approval from IPRC access the Workflow Checklist located on the faculty resource page to complete all other document requirements (Note: some documents will be submitted in draft form). The Center for International programs (CIP) can assist you in this process. Once the program requirements are complete, submit your program package to CIP for further processing.

# Proposal

## 1. Program Description

Please write a short, (on a separate sheet -300 words or less) updated description of the program. This description will be uploaded to the program website to promote the program to students.

- Please address the ability, or not, of the program to accommodate students with learning and physical disabilities.
- 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.
- Remember your audience when describing your program!

## 2. Program Dates/Location

Location:

City: \_\_\_\_\_ Country: \_\_\_\_\_ Region: \_\_\_\_\_

Tentative beginning and end dates of the program: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

## 3. Proposed Itinerary (required)

*If photos or videos will be taken of students please request the Model Release Form be added to the student application list.*

Please submit your itinerary including field trips, activities, contact hours and independent student work hours and other relevant information. Also, indicate when nonpublic transportation procured by the program will be used on field trips. Attach the itinerary to this document.

Please use the itinerary format, which can be found on the HSU Study Abroad website under the 'Faculty' link.

## 4. Proposed Budget (Required)

Estimated Cost:

Health Insurance \_\_\_\_\_ Airfare: \_\_\_\_\_ Misc: \_\_\_\_\_

Tuition: \_\_\_\_\_ Program fee: \_\_\_\_\_ Other: \_\_\_\_\_

The budget spreadsheet template can be found on the Faculty page of the Study Abroad website ([www.humboldt.edu/goabroad](http://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 \$700 - \$800 a unit (total cost of the program, not including airfare, divided by the number of units).

## 5. Course listings

Language(s) of instruction: \_\_\_\_\_

Language pre-requisites: \_\_\_\_\_

Resident or transfer credit? \_\_\_\_\_

GPA requirement: \_\_\_\_\_ GE credit?  Yes  No

Class level requirement?  Yes  No If yes: \_\_\_\_\_

Academic area(s) covered in this program: \_\_\_\_\_

Semester at HSU requirement?  Yes  No

Accepting non-HSU applications?  Yes  No

If yes, exceptions to previously mentioned requirements: \_\_\_\_\_

Please describe the courses that will be offered on the program (class code, units, class name). The Vice Provost for Academic Affairs will need to review the courses before final program approval is given.

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

## 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).

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

As far as you can please outline housing and food arrangements. How many meals will be provided? Where will students eat? Where will they live?

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?

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

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)

\_\_\_\_\_

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. TA's may need to complete a Travel Authorization and will be required to purchase Travel Health Insurance.

\_\_\_\_\_

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>.

\_\_\_\_\_

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>.

\_\_\_\_\_

## 9. Transportation

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): \_\_\_\_\_

## Health & Safety

HSU cannot send students to any country that is under a State Department travel Warning. Check here: <http://travel.state.gov>.

HSU's Emergency Management Plan that can be found here: [goo.gl/yb9FtB](http://goo.gl/yb9FtB). 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) When you are in-country, you will need to develop a communication plan in case of emergency.

d) 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.