

Faculty-Led Study Abroad Program (FLSAP) Proposal

Proposal Deadlines

Please see the Workflow Checklist for FLSPA Proposals on our website. (humboldt.edu/goabroad, click on the 'Faculty' link)

Introduction

Faculty led study abroad programs (FLSAP) are sponsored by Cal Poly Humboldt. Students enroll in Cal Poly Humboldt classes which are taught at an international location. These programs are usually offered during the summer through the College of Extended Education & Global Engagement ('self-support'). FLSAP can be developed with the assistance of a Third-Party Service Provider, an entity that provides the logistical support in the program location.

The Proposal needs to be supported and approved by your department and college. 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.

Review Process 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 Cal Poly Humboldt prior to being offered to students. The function of the IPRC is to ensure that all curricular, health, safety, and risk management issues are appropriately covered in accordance with respective executive orders and risk management policies.

The Study Abroad Coordinator in the College of Extended Education & Global Engagement will assist you in scheduling a time to meet with the IPRC once all proposal documents have been submitted. Forward complete Proposal and all required supporting documentation to studyabroad@humboldt.edu.

Instructions

Part 1

1. Review and follow the Proposal Checklist carefully. The checklist can be found on our website: (humboldt.edu/goabroad, click on the 'Faculty' link)
2. Complete Proposal and all required supporting documentation.
3. Collect approval signatures from your department chair, college dean and the Vice Provost. You may want to attach proposal to routing form so that the signers know what they are reviewing.
4. Send complete Proposal with signed FLSAP Routing Form to the Study Abroad Coordinator, studyabroad@humboldt.edu. Following the submission of your proposal, you will be invited to briefly present your proposal to the IPRC.
5. Meet with IPRC to present proposal. After the proposal has been reviewed by the IPRC the committee may request more details before the proposal is fully approved.

Part 2

Once you have received IPRC approval: continue to review the Proposal Checklist and begin completing all post-approval steps by their stated deadlines. The Proposal Checklist is located on the faculty resource page: (humboldt.edu/goabroad, click on the 'Faculty' link)

Proposal

Please check one:

- New Proposal (check this if this is a brand new FLSAP)
- Renewal (check this if this FLSAP has run in the past)

1. Program Description

Please write a short description of the program (on a separate sheet, 300 words or less). If this is a renewal proposal, please identify any changes or additions from the original proposal. Briefly describe the strengths and challenges of past program.

- 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 Application Dates:

When would you like to application to be open for students to apply? (Contractual Agreements and IPRC approval are required before we can accommodate):

Requested Application Open Date: _____

Requested Application Deadline: _____

Proposed Decision Deadline (when you will notify applicants of their acceptance):

4. 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. Please note that private transportation requires proof of insurance from the vendor. Attach the itinerary to this document.

[Please use the itinerary format, which can be found on the Cal Poly Humboldt Study Abroad website under the 'Faculty Resources' link.](#)

5. 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 \(humboldt.edu/goabroad\).](#)

6. 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 Cal Poly Humboldt requirement? Yes No

Accepting non-Humboldt 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).

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

You can review academic programs curriculum guidelines, policies and procedures in the resources section on the Faculty page of the Study Abroad website: (humboldt.edu/goabroad).

7. 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. (Examples: University of Armenia, 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): _____

8. 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?

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

- a) Faculty: How many faculty members will accompany the group? (Including the program director/lead)

- 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 Cal Poly Humboldt Volunteer Form at: 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. TAs 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: 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 confirm with CEEGE on the payment arrangements.

10. 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 Cal Poly Humboldt faculty/student can use the vehicle. If they are not available at the time this document is submitted they must be provided to CEEGE & Risk Management a minimum of two weeks before departure.

Note: Certificates of Insurance are required by the Chancellor's Office and must be submitted 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 cars Rental cars Boat Public

Other (please describe): _____

Health & Safety

Cal Poly Humboldt cannot send students to any country that is under a State Department Travel Warning or Chancellor's Office CSURMA High Hazard list. Check here: travel.state.gov and [calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Documents/2019-20 High Hazardous Country List.pdf](http://calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Documents/2019-20%20High%20Hazardous%20Country%20List.pdf)

The Cal Poly Humboldt Emergency Management Plan may be found here: 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 studyabroad@humboldt.edu 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 FLSAP 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 (travel.state.gov) and the Center for Disease Control (cdc.gov) websites for any updates and address health, safety, crime, and any other special considerations relevant to your FLSAP.