CSUSB-Led Program Proposal Preparation

Proposals for CSUSB-Led Programs are submitted via Qualtrics.

==*New applicants*==**: In order to access the proposal form, you will first need to meet with the Education Abroad Office (in-person or via Zoom) to review the program proposal process, requirements, and timelines. [Book your appointment](#)** at least 48 hours in advance. <u>After</u> this meeting, you will be sent a personalized link to the Qualtrics-based application form. If you would like to set up additional appointments to receive advice and assistance for completing the form, you are encouraged to do so.

==*Returning Program Directors*==: Email goabroad@csusb.edu to request access to a proposal form.

The CSUSB-Led Program Proposal Form includes the questions and prompts below. Use this list to guide your preparation. Note that the proposal form is designed both to collect information and as a tool to help guide your program development. **If you have any questions about the proposal process, direct them to goabroad@csusb.edu.**

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1. Applicant Type

Here you will be asked a few questions that will determine whether you will submit a full or abbreviated proposal. Applicants who are running a program in good standing that was approved by the CIA within the last three years are not required to submit a full proposal.

- ***Title of your proposed program.*** This should read like a course title. For example "The Black Atlantic: Literary and Social Science Perspectives" instead of "Study Abroad Jamaica," or "Exploring Egyptology Collections at UK Museums and Universities" instead of "Study Abroad England."*

- **Are you submitting a proposal for a study abroad program that has previously run or been approved to run at CSUSB?**
- **In which year did you most recently submit a full proposal for review by the Committee on International Affairs (CIA)?**
- **Is your program in good standing?** *If it isn't you would have received formal notification from the Education Abroad Office.*

* If you are routed to the abbreviated proposal, you will be required to complete only those questions listed below in purple and marked with an asterisk.

2. Program Director(s)

Here you will enter basic information about the individual(s) who will lead the program. For each person (up to 2) you will provide the following:

- Name *
- Email and cell phone *
- Faculty or staff *
- Department or unit *
- Supervisor (for staff) *
- Issuing country of passport on which you will travel *
- Passport expiration date *
- Role in the program (eg, logistical support, research supervision, service learning support / supervision, in-country instruction, other) *

If two leaders are reported, you will be asked who will travel with the program if there are is not high enough student participation to run the program. *

You will also be asked to confirm that you have discussed your intention to run the program with your Chair and Dean (faculty) or Supervisor (staff), received their support, and confirmed that your participation will not create an overload or additional pay issue. *

3. Program Location(s), Scope, and Dates

Here you will enter basic information about where and when the program will take place, along with a short description of the program that can be used to inform and attract students.

- Program title *
- Country or countries *
- Home base (if any) *
- Program description (200 words or less, written to attract participants)
- Program type

- ■ **Summer** taught entirely or primarily taught outside the US
- ■ **Winter Intersession** taught entirely or primarily outside the US
- ■ **Course+** taught any term primarily in US but with short travel component; you will be asked if the international travel component is required or optional for students, and if the US portion of the class is in-person or online
- Program length *
- Preferred program start and end dates *
- If your program dates are flexible, the date range in which you can offer the program *
- How often you intend to offer the program over the next three years

4. Contact Hour – Credit Model

Contact hours represent supervised academic activity associated with the program, including direct and indirect instruction, time designated for student study and preparation, and transportation to and from instructional activities. For regular, on-campus programs, the distribution of contact hours is 1 hour of in-class instruction and 2 hours of out-of-class course preparation and assignments per 1-unit, per week. In a 15-week semester, that totals 45 hours per unit. The same number of contact hours are expected for study abroad programs, but there is much more flexibility in the way these hours are distributed across activities. Note also that although not all contact hours for an education abroad class must be completed in-country, any requirements outside of program dates must be disclosed to students before they enroll in the program.

You will be asked to select which model best represents how you intend to map contact hours to credit units for your program.

- **Standard course.** All program participants will be enrolled in and receive credit units for the same course with the same contact hours.
- **Umbrella course.** Because students may be required to take different courses for their program of study, they will enroll in a variety of "shell" courses that have different names and department course numbers, but carry the same number of credit units that are fulfilled through the same contact hours. This is similar to cross-listing.
- **Course choice.** Program participants choose between two or more courses (standard, umbrella, or a combination) each of which has its own, unique syllabus. While these courses may have some overlapping contact hours, each student receives credit units for only one course.
- **Multiple enrollment.** Program participants enroll in one or more courses (standard, umbrella, or a combination) each of which has its own, unique syllabi. Where the student is receiving credit units for multiple classes, any overlapping contact hours will be connected to distinct learning objectives, assignments, and assessments in each course.

You will also be asked if you will offer students the option to earn additional credits through **independent study**. Independent study requires 45 hours of supervised activity per credit unit. Contact hours might include directed reading, assignments, volunteer work, service learning, internship, research project, etc. If you offer an independent study option through your program, you (or your co-leader, if applicable) will be the supervisor for these credit units and responsible for assessment. The supervisor and the student will be required to sign and file an independent study program plan with the Education Abroad Office prior to departure.

5. Course Information

For each standard or umbrella course associated with your program (up to four), you will provide the following information:

- Which class in the current course catalog best aligns with the class
- If this class is a required or elective course for a degree or certificate program
- If this class is included in the GE program
- Student learning outcomes for the course, and how teaching the course internationally, at the specific location(s) selected, enhance or make possible these learning outcomes (connecting course content to the program location is a requirement of EO 1081, which means this question is especially important).
- Study abroad-specific learning outcomes of the course, if any, and any program components that support these objectives
- Whether any additional HIPs and similar practices will be incorporated into the class
- An estimate of the contact hours distribution, accounting for 45 hours per unit of credit, with the request for additional information (if available) for each category (e.g., examples of assigned readings/viewings, types of assignments) or the attachment of a draft syllabus.

	Number of Contact Hours
In-Country Allocations	
Direct Instruction	
On-Site Orientation	☐
Lectures by program leader(s)	☐
Presentations by guest lectures, institutional partners, guides, local knowledge experts	☐
Indirect Instruction	
Group discussions and debriefs	☐
Museum, library, heritage site, clinic, government building, and other site visits	☐
Performances and other events that support the learning goals of the course	☐
Service Learning projects	☐
Student research projects	☐
Conferences and workshops	☐
Conversational language learning and practice with native speakers	☐
Internship or volunteer work	☐
Other forms of community engagement	☐
Student Study, Preparation, and Assignments	
Assigned readings and/or viewings	☐
Written, artistic, oral, multimedia, and other assignments	☐
Time for reflection, processing, and synthesis	☐
Transportation To/From Instructional Activities	
International Travel	☐
In-country transportation	☐
US-Allocations	
Pre-Trip	
Pre-Trip Orientation (enter 2 hours)	☐
Pre-trip class meeting(s)	☐
Pre-trip assigned reading/viewing	☐
Pre-trip completion of assignments	☐
Pre-trip CITI human subjects training	☐
Post-Trip	
Post-trip class meeting(s)	☐
Post-trip assigned readings/viewings	☐
Post-trip completion of assignments	☐
Total	☐

6. Program Leader Qualifications

This section ensures compliance with EO 1081

Explain the experience and expertise of each program director, as they relate to the program destination and program objectives.

7. Logistics

This section asks several logistical questions about accommodations, transportation, communication, and partnerships.

- Third party provider information, if you are using one. Third party providers are independent companies (not universities) that arrange for things like transportation, accommodations, workshops, home stays, community visits, meals, entry and permit fees, tour guides, and so forth. Occasionally a third party provider will also arrange or provide instruction. While the faculty leader is expected to make first contact with third party providers (if they will be used) to set the itinerary and to obtain a preliminary budget, the Education Abroad Office negotiates and executes contracts with third party providers on your behalf.
- University partner information, if you have one.
- Other formal partnership information, if you have any such partners.
- Where in-country lectures / group meetings will take place.
- Types of transportation students will use.
- Whether any of your accommodations will require guests to bring their own linens, or towels, sleeping bag, or if there will be more than two students to a room or co-ed dorms.
- Your plan for making and receiving in-country calls and texts.
- Which app(s) (if any) you will use to communicate with students

8. Itinerary and Budget

This section requires time and attention, as the information will be used to set program fees.

- Maximum number of students
- Itinerary Form, or the same information in another format of your choice *
- Budget Form; note that you should set up an appointment with the Education Abroad Office to work on and/or review this form before it is submitted *
- Attach quote, draft agreement, or other budgetary estimate from third party provider (if you are using one) *
- Attach quotes from any other service providers *

9. Health and Safety

Information in this section will be used to evaluate the risk level associated with your program.

- Review list of high risk activities to see if any are within your program itinerary
- List health and safety concerns for program destination(s)

- Confirmation of your understanding that you will be required to submit information to the Education Abroad Office that will allow the preparation of a safety plan, and that you will be provided with and expected to follow emergency response guidelines and procedures
- Confirmation of your understanding that you will be required to deliver a country-specific pre-departure orientation for participants

10. Recruitment and Marketing

In this brief section we ask for your input on marketing your program.

- Which marketing strategies you are willing to help with *
- Your marketing suggestions *

11. Prohibitions

In this section you will acknowledge several statements about receiving payments from entities other than CSUSB, receiving personal benefits through partnerships, and other conflicts of interest. You will also acknowledge the requirements for being accessible to and attending program activities alongside program participants. *

11. Eligibility Requirements for Students

If you have any specific eligibility requirements, you can list them here.*

* Abbreviated Proposals

Returning program leaders will additionally be asked to:

- summarize program strengths *
- submit a syllabus from the last time the program was offered *
- explain any critical incidents (emergencies) that happened the last time this program was offered (if applicable) *

If there have been substantive changes (self-reported), you will also:

- summarize changes to the course(s) you will offer *
- summarize changes to health and safety concerns *
- provide contact info for third party provider *
- summarize changes to formal partnerships *
- provide a new program description (200 words or less, written to attract participants) *

- explain new program director qualifications