CALL FOR PROPOSALS

The College of Professional and Global Education seeks proposals for the development of self-support, faculty-led study abroad and international service learning programs during the 2016 Summer Session with the goal of increasing Cal State L.A. student participation in study abroad and international service learning programs.

FACULTY ELIGIBILITY:
All full-time appointed faculty is invited to submit proposals. Before submitting proposals, faculty should first consult with their department chairs to ensure that such programs are supported by the department. College deans or their designee must also support these efforts.

COMPETITIVE PRIORITIES:
- Course(s) fulfills major, minor or general education degree requirements
- Proposes locations in which the faculty has experience and expertise
- Offers opportunities in countries or regions in which Cal State L.A. has little or no currently study abroad programming
- Provides increased accessibility of study abroad

SELECTION:
Review will be conducted by staff from the College of Professional and Global Education and members of the Cal State L.A. Council on International Programs. The review committee will consult with Department Chairs, Associate Deans, and Deans in the review process. The review committee may conduct an interview with the proposer of the program.

FUNDING:
A stipend of $2,500 will be provided for developing the program. These funds are to support faculty participation in providing short-term study abroad and international service learning courses.

Previous awardees are eligible to receive a new stipend if the location and course description is different from the previous award. It will be up to the discretion of the Council on International Programs to make this determination.

REQUIREMENTS:
- Program will be offered via self-support during Summer Session 2016
- Department accepts responsibility for the curriculum and quality of instruction
- Faculty and department will be responsible for all curriculum development and approval processes
- Instructor must demonstrate knowledge of international education
- Instructor should have a comprehensive understanding of the country or countries in which the program will take place
• Instructor will submit course to the appropriate campus committee for approval
• Instructor will meet regularly with a designated member of the International Office

LETTER OF AGREEMENT:
Faculty selected for this initiative will sign a Letter of Agreement outlining the development timeline and the list of deliverables for program proposals that have been accepted for funding.

DEADLINE:
Proposals for this RFP are due by October 15, 2015. Faculty must meet with Amy Wang, Director of the International Office, prior to submitting a proposal.

QUESTIONS:
If you would like further consultation or need more information about this initiative, please contact Amy Wang, Director of the International Office.
### COURSE PROPOSAL AND PLANNING DEADLINES

<table>
<thead>
<tr>
<th>Task to be completed by:</th>
<th>Task to be completed:</th>
<th>Due dates for Summer programs</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>Submit Course Proposal&lt;br&gt;Provide the International Office with drafts of the following:&lt;br&gt;• Itinerary: tentative class and excursion dates/times&lt;br&gt;• Course syllabus: with assessment methods and reading materials&lt;br&gt;• Determine housing needs for faculty and students: use of hotels, apartments or dorms&lt;br&gt;• Determine excursions and/or community service work and provide a tentative list of excursions for the program detailing: location, dates and length of time; needs for transport, guides, and/or meals&lt;br&gt;• Determine needs for local transport&lt;br&gt;• Tentative budget including costs for students and faculty</td>
<td>October 15</td>
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<tr>
<td>College of Professional and Global Education</td>
<td>Approve Course Proposals&lt;br&gt;After review by the Council on International Programs, the Dean of the College of Professional and Global Education will announce the approved Course Proposals</td>
<td>November 15</td>
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<tr>
<td>International Office and Faculty</td>
<td>Finalize Program Logistics&lt;br&gt;Once the International Office receives the approved Course Plan, the office and faculty will work to:&lt;br&gt;• Finalize the budget&lt;br&gt;• Determine visa requirements&lt;br&gt;The International Office will assist the faculty to ensure appropriate guidelines are followed in relation to international agreements.</td>
<td>January 15</td>
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<tr>
<td>International Office</td>
<td>Campus Approval&lt;br&gt;International Office will initiate process to obtain</td>
<td>February 1</td>
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<tr>
<td>Department</td>
<td>Event Description</td>
<td>Date</td>
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<tr>
<td><strong>International Office and Faculty</strong></td>
<td>Student Applications Open</td>
<td>March 1</td>
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<td>• Program website goes live</td>
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<td>• International Center begins receiving student applications</td>
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<td><strong>International Office</strong></td>
<td>Student Application Deadline</td>
<td>April 1</td>
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<td>• Complete applications due with deposit</td>
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<td>• International Office staff verify student academic and disciplinary status</td>
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<td>• Students must meet: program GPA and disciplinary requirements; meet prerequisites for courses; and be in good academic standing</td>
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<tr>
<td><strong>International Office with Faculty</strong></td>
<td>Student Acceptance</td>
<td>April 15</td>
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<td>International Office, with faculty, admits students into the course.</td>
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<tr>
<td><strong>International Office with Students</strong></td>
<td>Students Pay Final Fees</td>
<td>May 15</td>
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<td>Final payment due. A late fee will be accessed on all payments after this deadline.</td>
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<tr>
<td><strong>International Office with Faculty and Students</strong></td>
<td>Mandatory Pre-departure Orientation</td>
<td>June 1</td>
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<td>International Office and Faculty to present a mandatory pre-departure orientation to students participating in the study abroad course.</td>
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<tr>
<td><strong>International Office with Students</strong></td>
<td>Students Dropped from Program</td>
<td>June 1</td>
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<td>Students who have not made the final payment will be dropped from the course. Alternates will be given a deadline to submit required fees to participate.</td>
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APPROVAL PROCESS

Proposals are reviewed and approved by several campus entities. The campus approval process can take up to four (4) weeks to complete. To ensure the program receives the necessary approvals, attention to completing all needed items during the program development stage is essential. Proposals must be reviewed by:

1. Department Chair and College Dean
2. Council on International Programs
   a. Review the curricular integrity of the course proposal
   b. Reviews draft syllabus to confirm it meets academic standards
   c. Reviews the co-curricular aspects of the course
   d. Makes recommendations about the overall merit of a proposed course to the Dean of College of Professional and Global Education
3. Risk Management
   a. Confirms that activities (excursions, community service, transportation, etc.) meet safety standards of Cal State L.A.
   b. Reviews locations to ensure the location is not on the high hazard list and/or the U.S. Department of State Travel Warning List
4. Dean of College of Professional and Global Education
   a. Reviews and approves final budget and logistics of the course
5. President
   a. For courses held in high hazard list and/or the U.S. Department of State Travel Warning List
   b. If there is an international agreement needed for the course to proceed

Note: Cal State L.A. reserves the right to reschedule, combine, or cancel programs; to alter or discontinue curricula; and to change instructors.
FACULTY-LED STUDY ABROAD AND SERVICE LEARNING COURSE DEVELOPMENT

Faculty members are encouraged to create and develop study abroad options for their students to promote the internationalization of their class and academic program. This document provides guidance on the protocol of submitting a Faculty-Led Study Abroad Course Proposal.

MARKETING

While the College of Professional and Global Education and the International Office assists in the marketing and recruiting efforts by producing marketing materials for each program and provide student advisement on how to prepare to study abroad, the faculty is the primary contact for student inquiries and recruiter for the course.

Faculty implementing approved courses will be asked to submit the following:

- Personal image (head shot)
- Brief bio (50 words or less)
- Program description (100 words or less)
- Images of the overseas location

STUDENT PARTICIPATION POLICY AND PROCEDURES:

To participate in a Cal State L.A. study abroad course/program, all students must have an overall GPA of 2.75 and be in good academic and disciplinary standing at the time of application and the quarter prior to departure. Courses may require prerequisites. In such cases, students who do not meet prerequisites for courses may be ineligible to apply. Faculty may choose to waive prerequisites, but will need to inform the International Office in writing about this decision.

All Cal State L.A. students must be enrolled in the appropriate course throughout the program.

The student may leave the program prior to the group’s return to California for a limited number of reasons, such as:

- The occurrence of a death or serious illness in the family.
- Illness (physical/emotional): in this instance, the student and the designated faculty and other faculty should decide the best course of action, in some cases treatment in a neighboring country with better health facilities.
- Discipline: the designated faculty and/or onsite leader may decide that a student's continued participation in the program is detrimental to the program as a whole, due to poor conduct. All expenses involved are the responsibility of the student. No refund for the remainder of the program should be expected.

In all cases, the Dean of the College of Professional and Global Education must be consulted before action is taken.
FACULTY COMPENSATION:
Faculty Salary – All programs are referred to as self-support and instructional pay is calculated at the same rate as the faculty’s normal salary per weighted teaching unit.

Travel Expenses
- Airfare – economy, round-trip from Los Angeles
- Per diem (based on 30% of the U.S. Department of State Foreign Per Diem)
- Housing – single room occupancy
- Travel insurance

MANDATORY PRE-DEPARTURE ORIENTATION:
The best “preventive defense” is clear and definitive information prior to departure. The faculty must coordinate with the International Office to conduct a pre-departure orientation providing students with health and safety issues, as well as expectations of student conduct throughout the course.
The pre-departure orientation helps students prepare for the experience of going abroad. They improve the prospects of a successful cross-cultural experience by creating realistic expectations and by reducing the multitude of unknown, unpredictable factors involved in studying in another country.
Attendance at the pre-departure orientation for students and participating faculty/staff is mandatory.

ADDED RESPONSIBILITIES OF FACULTY LEADER:
The role of the faculty on a faculty-led course study is demanding and potentially challenging on various levels. Teaching abroad can test one personally, physically, and professionally. When teaching at Cal State L.A., faculty generally does not have to concern themselves with what students do outside the classroom. Abroad, this situation changes dramatically. While in country, faculty are not just teachers, but on-site managers of the course/program and representing Cal State L.A. Faculty must be engaged, responsible, and adapt and respond to the situation as conditions demand. Here are a few things to consider:

- This may be the first international experience for students. They may experience culture shock, homesickness, and other emotional issues.
- Students may experience financial crisis if their debit/credit cards are lost, stolen or expired, or they didn’t budget well and are out of money.
- Students may experience health problems that need your assistance.

Faculty must be prepared to take on this added responsibility. Overall, a successful faculty member must enjoy working with students, possess administrative skills, have the ability to work collaboratively, and be adaptable to changes that occur while in country. Faculty must be comfortable advising students and taking disciplinary action if necessary. Diplomatic skills are required to establish good relations with representatives from overseas institutions.

APPROVAL PROCESS AND PROCEDURES:
• If you are interested in developing a short-term study abroad course, you should contact the Director of the International Office for further discussions on topics: an overall concept of the goals and intent of the course/program; a proposed destination; budget considerations; and safety and risk guidelines. An overview of the Chancellor’s Office requirements and procedures will be provided.

• You will then consult with the appropriate Department Chair and College Dean for support. Once support is garnered, complete the Faculty-Led Study Abroad Course Proposal and submit it to the Director of the International Office. As part of your plan in developing this educational experience for students in short-term study abroad courses, the following issues should be considered:
  o Consult with the department chair to ensure curriculum/course approval processes are followed.
  o You should have in-depth knowledge and familiarity with the host country to provide guidance to students about its cultural norms and practices. Alternatively, the course can collaborate with a third-party study abroad provider or an international institution.
  o The proposal should make clear the educational connection between the content of the course and the study abroad destination, demonstrating that the study abroad experience is an integral part of student learning in the course.

• Upon receiving the completed and signed proposal, it will be submitted to the Council on International Programs for review and approval. If there are any questions or concerns about the program, you will be called upon to meet with the Council.

• Once the approvals are received from the Council on International Programs and the Office of Risk Management and Environmental Health, you will then work with College of Professional and Global Education and the International Office to plan out the logistics and budget for the course. The completed course plan will then be submitted to the Dean of the College of Professional and Global Education for final approval.

• Students are recruited only after receiving the final approval from the Dean of the College of Professional and Global Education.

INTERNATIONAL TRAVEL COMPANION POLICY:
This policy applies to situations when faculty, staff, or administrators who are traveling abroad for purposes relating to their employment and wish to take one or more companions with them, including spouses/partners, non-family members, and/or dependent children.

• Any employee of Cal State L.A. who undertakes to lead or otherwise provide primary service in the leadership of a study abroad experience (with students, faculty, alumni, etc.), does so with the full and complete understanding that their duties in that leadership role take precedence over their obligations to any traveling companions. Furthermore, traveling companions understand that no special privileges accrue due to their status as a family member.

• Minor-aged children (less than 18 years old) must be accompanied by an adult caretaker who is not associated with the employment purposes of the trip, e.g., the spouse of the employee. This is to eliminate the possibility that the employee would have to leave
his/her students to care for the child in an emergency.

• The employee bears full personal financial responsibility for any additional costs incurred on behalf of the companion(s), including, but not limited to, travel, accommodations, insurance, food, travel agent fees, local transportation, and tickets for excursions.
• All travel companions must be insured. In most cases this will require the employee to reimburse the State or other operating account for the cost of the insurance policy.
• All companions must sign and submit a travel companion form and liability release. An adult caretaker will need to complete the form on behalf of any minor-aged children.
• The employee is responsible for information the University in a timely manner in advance of the departure date that he/she intends to bring companion(s), and provide the appropriate information about the companions to campus authorities.

ROLE OF THE PROGRAM PROVIDER:
The program provider will work with Cal State L.A.’s International Office and faculty, both pre-departure and on-site, to develop custom-led programs. It is the expectation that program providers customize their services to fit the needs of Cal State L.A. Please note not all requests can be accommodated.

Expectations of Program Provider:
• Financial stability
• Health and safety planning/implementation
• Positive references
• Invoices in USD and agreements/MOUs in English
• Strong network of resources abroad: student and faculty housing, transportation, faculty and student services, academic services, 24/7 emergency contact, cultural activities and excursions
• Flexibility and accessibility

Services of Program Providers:
• Local transportation
• Accommodations for students and faculty
• Facility/Classroom needs
• 24/7 Emergency Plan and Assistance
• Visits/Excursions/Cultural Activities

REVIEW AND EVALUATION:
Faculty are required to administer both a Student International Experience Evaluation and an Instructor Course Evaluation to students at the end of the study abroad course. These will be evaluated to determine improvements to the study abroad program. In addition, a debriefing meeting will be held for the faculty at the end of each summer.
TIMELINE AND CHECKLIST FOR FACULTY LEADERS:
Evaluate the program concept – 12-18 months before travel
- Consider the criteria for high quality study abroad programs:
  - How does this class support the goals of your department and college?
  - How is the international component integral to the goals and objectives of the course?
  - Does this program duplicate other programs already available to Cal State L.A. students?
  - Is this program financially viable – will enough students be interested and willing to pay the required fees to support the program costs?
- Does this program ensure the health and safety of all participants?
- Have you obtained the support of your department chair and college dean?
- Have you discussed your program concept with the Director of the International Office?
- Submit the Faculty-Led Study Abroad Course Proposal to the Director of the International Office for review by the Council on International Programs.

Develop and plan the program – 8-11 months before travel
- Define the program goals and content, integrating any feedback from the Council on International Programs’ review of your proposal.
- Confirm the course syllabus and learning objectives that address both disciplinary knowledge and intercultural competence.
- Secure approval from your chair and dean to offer the course in the appropriate Special Session.
- Confirm travel, housing, and program activities and a daily schedule; communicate those arrangements and details to the College of Professional and Global Education.
- With the College of Professional and Global Education, finalize a program budget that addresses all costs, direct and indirect, necessary to deliver the program.
- With the College of Professional and Global Education, confirm program costs (per unit fees and additional travel course fees) for campus approval.
- Identify any costs to the students that are not included in the program fee so students have a clear understanding of the total cost of the program.
- With the College of Professional and Global Education, establish application requirements, due dates, and fee payment deadlines.
- Document all provider agreements and secure required contracts or other agreements.
- Coordinate with the Office of Risk Management and Environmental Health to ensure all safety and liability issues are addressed.
- With the College of Professional and Global Education, establish program application requirements and materials.
- Submit the Faculty-Led Study Abroad Course Plan and supporting documentation to the Director of the International Office for review and final approval by the Dean of Professional and Global Education.

Work the program plan – 2-8 months before travel
- Once your program is finalized, you may begin promoting the class and recruiting
students. Your class will be advertised as part of the College of Professional and Global Education’s program to generate interest and enthusiasm for your class.

- Review applications and confirm approved participants.
- Make sure you are familiar with University requirements for reimbursement of travel expenses (expenses incurred in the delivery of a study abroad program are reimbursed through the travel reimbursement process with an advance prior to the trip and a travel claim upon return).
- Submit a Travel Request and Travel Advance request through the College of Professional and Global Education.
- Make all necessary travel arrangements according to the program plan; book your airfare.
- Confirm all program arrangements at the destination location and coordinate with the College of Professional and Global Education to pay any deposits or other pre-payment of services required for effective program delivery.
- Confirm your access to program funds through ATM or credit card as necessary.
- Confirm cell phone service at your destination or confirm that you have adequate and immediate access to phone service in case of emergencies.
- Participate in a faculty orientation coordinated through the International Office.

Prepare students – 30-60 days before travel

- With the International Office and Risk Management, conduct mandatory study abroad orientation sessions with students on issues of travel safety, security, health, cultural adjustment, academic expectations, and practical issues related to participating in the program.
- Confirm with the College of Professional and Global Education that all required documents from students have been received and all necessary campus risk/liability tasks are complete:
  - All student travel arrangements confirmed and documented.
  - Emergency contact information is on file with the International Office.
  - Insurance and international ID cards have been secured for students with copies to the International Office.
- Host country emergency contact information and resources have been shared with students and parents and copies to the International Office.
- Conduct any pre-departure class meetings or other program-related activities.

Deliver the program: travel, teach, and enjoy the experience!

- Arrive with the students or be on site in advance of their arrival and be on location for the duration of the program.
- Conduct an on-site orientation.
- Register with the US Embassy in the host country.
- Conduct the program as planned.
- Respond to any emergencies as outlined in the emergency plan prepared as part of the program development process.
Evaluate the program implementation – within 30 days of program conclusion
  o Submit all travel expenses and clear any travel advances.
  o Solicit student feedback on program quality and effectiveness.
  o Provide a written summary of the program successes, highlights, and challenges to the International Office.