



INTERNATIONAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Cal State LA Faculty-Led Study Abroad New Program Proposal

Please provide the following information about the course proposal for review by the Council on International Programs. Feedback by the council on this preliminary proposal will assist in program development and completion of the program. We revised this form on July 2, 2018.

Submit this form and attachments with the required signatures (department chair and college dean) to **Amy Wang**, Director of International Programs and **Sonja Lind**, Education Abroad Coordinator in the **International Programs** office at **Golden Eagle, room 217 (second floor)**.

Submit the following attachments with this proposal:

- Draft **syllabus** for the program
- Draft daily **itinerary** for the program
- Proposed **budget** (see budget worksheet at end of this form)

The deadlines for this proposal are:

- April 1** for any programs departing in the following Summer or Fall (e.g., April 1, 2019 for programs departing in June 2020).
- October 15** for any programs departing in the following Winter or Spring (e.g., October 15, 2018 for programs departing in January 2020).

We will attempt to take up to one month to review each proposal and provide feedback afterwards. Please direct any questions about this form or the deadlines to Sonja Lind at slind@calstatela.edu.

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Name of the faculty submitting the proposal: _____

College: _____

Department: _____

Telephone No.: _____ Email address: _____@calstatela.edu

If relevant, name(s) of additional faculty/staff traveling with the group: _____

Course title: _____

Destination(s) of proposed course: _____

Do you have alternative funding options/sources? Grant Donation Other

Please describe this funding: _____



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- SUMMARY AND OUTCOMES:** Provide a brief summary of the course. The summary should include the course’s learning objectives and describe why/how you selected the destination(s).
- EXPERIENCE:** What is your own linguistic, cultural, and /or academic experience with the destination(s)? If you have limited experience with the destination, explain how you plan to maximize student safety (for instance, using a third party provider)? What is your experience leading groups (either abroad or domestically)?
- STUDENT SELECTION:** For whom is the course designed (e.g., undergraduate/graduate students, students with a certain program area or major, etc.)? What criteria will be used in selection of students (e.g., prerequisites, class standing, GPA)?
- COURSE:** Please list the course that you propose to offer and the prerequisite(s), if applicable.

Course Number, Title, and Number of Units	
(If any) Prerequisite Course(s) Number, Title	

- ENGAGEMENT AND SERVICE-LEARNING:** Do you intend to integrate community engagement, service learning, internships, and/or research? If yes, describe how you will complete this.
- RECRUITMENT:** We ask for a minimum of 10 students per study abroad program. Explain how you plan to recruit the students, and what your timeline for marketing and recruitment looks like.



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Faculty Leader Signature

By signing below, you agree to the following statements:

- I understand that I must work with my department chair on any needed curriculum approvals.
- I understand I recruit students to enroll in this program and will meet with students individually and at info sessions to promote this program.
- I understand that International Programs will arrange student payments and make any necessary deposits or other payments for the program, and that I will not unless otherwise arranged.
- I agree to conduct a pre-departure orientation for students in coordination with International Programs to cover safety and risk management.

Signature

Date

Department Chair Recommendations

I understand that International Programs needs preapproval to continue to develop this program with the faculty named above.

- I support the development of a special sessions course(s) in collaboration with the College of Professional and Global Education and acknowledge that this will be a self-support program in which State funds are not utilized.

or

- I support the development of a Stateside program and understand that faculty will receive their normal teaching salary through the department/college as if they are teaching on campus. I further understand that the faculty may be teaching at reduced teaching load while abroad.

I additionally verify that:

- The proposal and class(es) intended meet academic standards and are consistent with mission, goals and resources of the department.
- The faculty member(s) will be engaged for the duration of the program.
- Leading a Cal State L.A. faculty-led course requires that faculty member possess administrative, diplomatic, and leadership skills to work collaboratively with International Programs, international institutions and partners, third party providers, and students. The faculty member has demonstrated that they have the skills and experience appropriate for the proposed program.
- The faculty member has maintained positive student evaluations and/or other indicators of teaching effectiveness.

Recommended

Not Recommended

Department Chair (or Designee) Signature

Date

Recommended

Not Recommended

College Dean (or Designee) Signature

Date



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Recommended

Not Recommended

**Chair of the Council on International
Programs' Signature**

Date

Recommended

Not Recommended

**Dean, College of Professional and
Continued Education**

Date



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Budget Worksheet for New Program Proposal

Number of Students:

Number of Faculty:

Student Program Expenses		Cost per student	Comments
	Cal State LA Tuition		
	Ground Transportation		
	Hotel Accommodations		
	Meals		
	Cultural Activities		
	Travel/Health Insurance		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	Subtotal:	\$0	
Faculty Traveling Expenses		Cost	Comments
	International Airfare		
	Ground Transportation		
	Hotel Accommodations		
	Per Diem See: https://aoprals.state.gov/web920/per_diem.asp		
	Cultural Activities		
	Travel/Health Insurance		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	Subtotal:	\$0	
Operating Expense Budget		Cost	Comments
	Supplies		
	Printing/Copying		
	Faculty salary		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	Subtotal:	\$0	
Other Student Expenses Not Covered in Program Cost		Cost per student	Comments
	International Flight		
	Passport		
	Visa		
Other (Describe, right):			
	Subtotal:	\$0	
	Total:	\$0	