

NEW EXCHANGE PARTNERSHIP PROPOSAL FORM



Name of faculty Member submitting this application: _____

Title and Department: _____

Date: _____

E-mail address: _____

Campus Address: _____

Campus Phone: _____

Partner Institution's Name and Web site: _____

Program Location(s): _____

Sponsoring Department: _____

Additional Faculty or Staff Members Sponsoring this proposal (if applicable): _____

Proposed semester/session in which the program would be initiated: _____

When will this program be offered (Fall, Winter, Spring, Summer)?: _____

How would the exchange program be structured? Please check all that apply:

- A study abroad program, where SUNY students would study at the partner institution as full fee-paying students
- A study abroad program, where the partner institution's students would study at SUNY Cortland as full fee-paying students
- A student exchange program, where students from both institutions would study at the partner institution and tuition would be waived at the host school (tuition exchange).
- Faculty collaboration and teaching exchange.
- Other (please explain)

Do any SUNY programs already exist at the institution or in or near the city in which the proposed program is located? (Search SUNY programs at <http://www.sunysystemabroad.com/>.)

- No
- Yes (If Yes, please list the programs and administering SUNY campus below.)

Program Overview: Please address each of the following items as thoroughly as possible. Please contact Mary Schlarb, Director of International Programs, at mary.schlarb@cortland.edu for assistance or clarification.

I. Educational Objectives and Outcomes

Please describe the educational objectives and anticipated outcomes of the exchange program to be offered. Address how this program will enhance the academic experience of the students, the curriculum of the academic unit, and/or the research and teaching of faculty. In your response, please elaborate on how it will support SUNY Cortland's campus priorities (Academic Excellence, Transformational Education, Well-being, and Maximizing Resources).

II. Academic Exchange Program Information

Please provide an overview of the academic focus of the coursework to be taken and how the courses may apply to prospective students' degree plans. Will students, for example, take courses in a specific discipline, in courses across disciplines, or in both? Will their coursework apply to major, minor, concentration, general education, or other degree requirements? Please provide examples of courses students will be able to take at the partner institution and how the courses will transfer back as equivalent courses at SUNY Cortland.

III. Program Leadership

Please provide background on the faculty sponsor's experience collaborating with the proposed partner institution, and list the names and roles of your colleagues there. In the event that the faculty sponsor at either institution is not able to continue to support the program, who would take over this role?

IV. The Partner Institution

Please briefly describe the partner institution, including size of student population, faculty and staff numbers, academic programs, facilities, or any other details that will help us become more familiar with the institution. Please provide URLs or attach relevant materials, if available. In your response, please elaborate on how the partner institution and SUNY Cortland are compatible in terms of their mission, curriculum, course offerings, student service, etc. Please also provide information on the institution's accreditation.

V. Accommodations and Support Services

Does the institution abroad provide housing and support services or programs for students (e.g., health, counseling, dining, orientation, airport transportation, intercultural programming, etc.)? If yes, please describe them. If no, please describe how they would be provided if this program is approved. Please describe where students will be housed during their participation in the program. If host families will be used, please discuss screening/selection procedures. Please elaborate meal arrangements and, where foods and water safety are a concern, address provisions for adequate sanitation/food & water safety.

VI. Health and Safety

The safety and security of our students is of utmost importance. While all participants in SUNY international programs are required to purchase comprehensive health insurance, evacuation, and repatriation coverage that is valid abroad, planning for medical, political, or other emergencies is also crucial. Please provide information on the following:

- A. Please provide information on the resources available to students if they were in need of medical or psychiatric care during the program, including campus, local, and regional health and medical facilities.
- B. For areas prone to civil unrest and natural disasters, please describe safety measures and plans in place to support students, and if needed, evacuate them in case of such emergencies. Please speak as well to other risks, such as diseases present in the area (e.g. malaria, hepatitis, avian flu, etc.), high crime rates, and unsafe local transportation students may use in their free time, etc. (Please note that travel as part of a

study abroad program is not generally permitted to countries for which the U.S. State Department has issued Travel Warnings or for which the Center for Disease Control has issued Travel Health Warnings.)

VII. Activities designed for cross-cultural experiences

Does the partner institution provide international students with opportunities to interact with people from the host country and learn about the history and culture of the host country and region? This could include home stays, students from host country taking part in the classes, events planned for local and SUNY students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom. If the program will take place in a non-English speaking country, please discuss what measures will be taken to maximize the students' interactions with their hosts.

VIII. Language preparation

If the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or onsite. Student participants should receive some sort of an orientation to basic vocabulary in the language of the host country and/or region in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies.

IX. Marketing and Program Viability

The International Programs Office assists with marketing of all programs, and relies on faculty sponsors to promote their programs to students, particularly to those majoring or minoring in relevant fields. Please explain how you and your department would promote this program to students, and provide a description of the “market” for this program at SUNY Cortland and within the SUNY system. Please include any relevant data to support your rationale for the program’s viability, such as number of majors and minors, survey data on student interest in studying abroad, the likelihood that partner courses will transfer back to SUNY Cortland as equivalents of existing General Education courses, or other indications that students would be interested in participating in this program.

X. Program Assessment

Please explain how you will measure success in achieving program objectives in item # 1 "Educational Objectives and Outcomes/ Nature and purpose of the program" were met.

XI. Program Budget

This section should be completed with your program proposal in conjunction with the International Programs Office and a final draft of your budget submitted along with your proposal. Please list below all anticipated expenses for the program, giving actual figures (even if they are still only estimates). Program leaders are encouraged to contact the International Programs Office with any questions or for assistance. A helpful list of some items to include:

Expense (per semester)	Amount
Host institution tuition and fees	
Salary for on-site coordinator (if applicable)	
Roundtrip airfare (rate per person)	
Local transportation (e.g., airport taxi, bus fare, subway fare)	
Student housing (e.g., on-campus housing, home stay, apartment rent)	
Student meals (e.g., meal plan or per semester food estimate)	
Incidental expenses/pocket money	
Visas or entry/departure taxes	
Health Insurance covering all contingencies abroad (see above) - approx. \$92/month/student	
Other:	

Department/School/International Programs Approval and Support

By signing below, the sponsoring faculty member, department chair, dean, and International Programs Office agree to support and promote the proposed partnership. Where students from the partner institution will study at SUNY Cortland, the department and school will make every effort to provide those students the same level of access to course seats as for similarly prepared SUNY Cortland students.

Faculty Sponsor:

_____	_____	_____
Name	Signature	Date

Department Chair:

_____	_____	_____
Name	Signature	Date

Dean:

_____	_____	_____
Name	Signature	Date

International Programs Office Director:

_____	_____	_____
Name	Signature	Date

Proposal Application and Deadlines:

Developing a student study abroad or exchange program generally requires at least 12 and often up to 18 months for approval, planning, preparation, and promotion. Timely submission will allow the International Programs Office to include your program in standard publicity and advertising conducted around campus and the SUNY system, and to ensure that your course is included in the schedule of classes.

Below is a list of preferred submission deadlines in the year prior to initiating the program:

Winter Session Programs	January 1
Spring Semester Programs	February 1
Summer Session Programs	June 1
Fall Semester Programs	September 1

Upon submission to the International Programs Office, your proposal will be submitted to the Study Abroad and Exchange Program Review Committee for review and recommendation to the International Programs Office and the Provost.

After program review is complete

If the program is approved by the Provost, the International Programs Office will contact and assist the faculty member in completing arrangements for the program. These will include:

- Work with faculty sponsor and partner institution on developing a formal program agreement, and apply to SUNY Office of International Programs for program approval.
- Develop and produce promotional Materials/Information Sessions/Application Forms
- Manage student application intake, review, and notification (primarily handled by the International Programs Office, with faculty input)
- Work with students, Student Accounts, and Registrar's Office to arrange fee collection, program payments, and SAB course registration.
- General student pre-departure orientation (with faculty sponsor)
- Provide immigration advisement, orientation, cultural adjustment, and other support to incoming international students and visiting faculty from the partner institution.
- Process transcript equivalencies