

Faculty-Led Study Abroad – Course Proposal Form



Name of faculty member(s) submitting this application: _____

Title and Department: _____

Date: _____

E-mail address: _____

Campus Address: _____

Campus Phone: _____

Instructions: 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.

Overview

Program Name: _____

Program Location(s): _____

Sponsoring Department: _____

Leading Faculty: _____

Additional Faculty or Staff Members: _____

Proposed session offered (Fall with Winter travel, Winter, Spring with Spring Break travel, Spring with Summer travel, Summer), and how often (e.g., every 1, 2, 3 years): _____

Number of credits: _____ Number of Instructional Contact Hours: _____

Proposed course number: _____

Will this be a new course, or an equivalent to an existing course? _____

If this is a new course, please propose through the Curriculum process and attach approval.

I. Educational Objectives and Outcomes

Please describe the educational objectives and anticipated outcomes of the course(s) to be offered. Address how this program supports/enhances the academic experience of the students and the curriculum of the academic unit.

II. Course information (Please attach syllabus.)

Please list all SUNY Cortland course credits participants may earn, indicate the number of credits each course is worth and attach a copy of the syllabus to be used for each course offered. If a course offered is normally taught on campus, please discuss how it has been modified to take advantage of and reflect the realities of the program location. If this is a new course please indicate if it has already been approved by your department and dean. Please be sure to demonstrate that the number of contact hours included in the course is sufficient to justify the number of credits (1 credit = 12.5 instructional contact hours), and that there is adequate out of class time for assignments and study time.

III. Credits and Contact Hours: Please use the following table to provide a justification for the proposed number of credits, based on the number of instructional contact hours. Contact hours include hours during which the instructor or guest instructors are providing instruction or are otherwise engaging the students in structured reflection and discussion. This could include pre-departure lectures, academic activities while abroad, post-return meetings, and online instruction. At SUNY Cortland, one credit hours requires 12.5 hours of instructional contact.

Instructional Activity	Instructional Contact Time (in minutes)
Total number of contact time (in minutes)	
Total number of contact time (in hours)	

IV. Program Viability and Student Demand

The viability of a program requires sufficient student interest and demand. Beyond locating the program in a compelling location with appealing academic and co-curricular activities, student interest is most effectively fostered by linking the course or program to students' curricular requirements, such as General Education, major, minor, concentration, or, as in the case of student teaching, licensing requirements. The frequency of offering the course can also influence the success of a program. Some of our longest-running courses, for example, are offered every two years to allow time to build demand. Please describe how the design of your proposed program will fit students' academic needs, fulfill curricular requirements (e.g., GE, major requirement, Writing Intensive requirement), and otherwise attract a sufficient number of students in specific majors, College-wide, or from across the SUNY system and beyond. Be as specific as possible, and include in your description the number of students you estimate will enroll and the frequency with which you will offer the course.

V. Instruction & Academic Advisement

Please list all individuals who will provide instruction, noting any relevant experience travelling and/or leading students abroad. If any instructors are not SUNY Cortland faculty, please indicate each individual's academic qualifications. Please comment how the course may be applied to prospective students' degree plans and how this will be communicated to prospective students.

VI. Program Itinerary

Please provide a comprehensive listing of all cities/countries to be visited with dates, even if they are not firm. Please include every day of the program, including departure and return dates.

VII. Activities designed for cross-cultural experiences

Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city. This could include home stays, students from host country taking part in the classes, events planned for local and SUNY Cortland 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* should receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation and handle emergencies.

IX. Course-related activities/excursions

Describe these activities, mention where they will occur, how long they will last and relate them to the course objectives. Please also discuss any leisure/optional activities that are to be planned for the group.

X. Projected number of students and staff

Please specify the desired minimum and maximum number of participants. Indicate who will handle on-site administration, including misconduct and emergencies of the program, which is a constant responsibility, above and beyond program instruction. Please list any non-SUNY Cortland employees for program staffing (note that individuals contracted for a specific service, such as bus drivers or tour conductors do not need to be included).

XI. Program Affiliations

Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (including third-party program providers, research centers, schools or NGO's), including its history and academic information (including accreditation status and academic programs, if applicable). Mention should be made of any counterpart associated with the affiliated institution who may assist with the program.

XII. Risk Management

A. *Travel & Living Arrangements* - Outline the arrangements to be used for in-country travel and who will provide it. Discuss where the group will eat and sleep. If host families will be used, please discuss screening/selection procedures. Please elaborate meal arrangements and address provisions for adequate sanitation/food & water safety.

B. *Health & Safety* - The safety and security of our students is of utmost importance. We therefore require that information be provided regarding steps that will be taken to protect students in the event of civil unrest or natural disasters to which the region is prone. Please speak as well to other, more mundane 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 discuss the safety measures that are in place for these risks. 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. Provide information on the resources to which you would turn for assistance if a participant were in need of medical or psychiatric care during the program. Speak to the steps that will be taken to secure medical treatment for sick students and/or possible evacuation. Please note: Participants in faculty-led programs are required to purchase comprehensive health insurance coverage that is valid abroad with no exclusions.

XIII. Technology & Communication

Please discuss how program faculty, staff and students can stay connected with SUNY Cortland and with family during the faculty-led program. In particular please address options to ensure the program leader will have, at all times, the means available to contact emergency services, SUNY Cortland and/or the emergency contact of any group members, if necessary.

XIV. Program Assessment

Recognizing that individual courses will be assessed by the academic units offering them, 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.

XV. Programming upon return to SUNY Cortland

Faculty leaders may also want to consider opportunities to share the faculty-led program experience with the SUNY Cortland community. Examples may include a photo gallery and display, an art exhibit, a colloquium or other student presentations or a documentary film. Projects should highlight the program as well as provide students with an opportunity to share the experience with faculty, staff, and students. The International Programs Office can provide support and possible funding for these events upon your return. Please include information about potential events within this proposal as well.

XVI. 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	Amount
Faculty compensation (following SUNY Cortland Summer/Winter Session or academic year payment policies)	
Additional staff compensation (including any non-SUNY Cortland staff)	
Roundtrip airfare (required, see above; please list rate per person)	
Local transportation (include driver wages, gas, or tolls) – <i>Please note that faculty leaders themselves may not serve as drivers for student excursions.</i>	
Student lodging	
Student meals	
SUNY Cortland Faculty/Staff lodging	
SUNY Cortland Faculty/Staff meals & incidental expense allowance (contact the International Programs Office for assistance with MIE calculation if needed)	
Entry to any museums or other excursion sites	
Payment for local service providers (such as tour guides)	
Gratuities or gifts that may be expected for local service providers or institutions visited	
Visas or entry/departure taxes	
Health Insurance covering all contingencies abroad (see above) - approx \$92/month/student	
Other:	

Proposal Application deadlines:

Developing a faculty-led course typically requires 12 to 18 months for approval and effective planning, preparation, and promotion. The deadline is January 15 for summer and fall Programs, and September 15 for winter and spring programs one year prior to the desired program launch year.

Faculty/Staff Leader(s) Commitment: By signing below, the faculty leader(s) proposing this course acknowledge(s) and commit(s) to leading this course as described, and to fulfilling the roles and responsibilities listed in the *Outline of Roles and Responsibilities for Faculty-Led Programs*, including obtaining through the International Programs Office timely College and SUNY approvals for significant changes to the structure of the program.

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

Department/School Approval and Support (please include/paste into in your proposal or attach to your proposal)

Department Chair:

_____	_____	
Name	Signature	Date

Dean:

_____	_____	
Name	Signature	Date

International Programs Director:

_____	_____	
Name	Signature	Date

Provost and Vice President for Academic Affairs

_____	_____	
Name	Signature	Date

After program review is complete

Once the program has been approved, the International Programs Office will contact and assist the faculty member in completing arrangements for the program. These will include:

- Promotional Materials/Information Sessions/Application Forms. (Please note: Faculty have primary responsibility for promoting their programs to students, faculty colleagues at SUNY Cortland and elsewhere, and others. IPO can assist with general promotion, web- and print-based marketing materials, and study abroad fairs.)
- Student Application intake, review & notification (primarily handled by the International Programs Office with faculty input) – For stand-alone study abroad courses only.
- Arrangements for fee collection and program payments
- Faculty Workshop on Program Management
- General Student Pre-departure Orientation