

Faculty-Led Study Abroad – Statement of Interest



Name of faculty Member submitting this application: _____

Title and Department: _____

Date: _____

E-mail address: _____

Campus Address: _____

Campus Phone: _____

Instructions: The purpose of this form is facilitate an initial discussion with your Department and School about your program concept, both to confirm their interest in supporting the program and to identify issues to address in your full proposal. Please *briefly* summarize your proposed course below and, after discussing the idea with your chair and associate dean, ask them to review and sign the form. Please submit your completed form to Mary Schlarb, Director of International Programs, who will contact you to discuss development of your full proposal, which will be reviewed by IPO, the College Study Abroad and Exchange Review Committee, the Provost, and SUNY System.

Program Name: _____

Program Location(s): _____

Sponsoring Department: _____

Faculty Leader: _____ Additional Faculty/Staff: _____

Proposed session offered (Winter, Summer) and how often (every 1, 2, 3 years): _____

Proposed course number (e.g., Will this be equivalent to an existing course? Will it be offered initially as a special topics X29 course?) _____

I. Course Description

Please briefly describe the course. Attach a draft syllabus or outlined, if already developed.

II. Educational Objectives and Outcomes

Please briefly describe the educational objectives and anticipated outcomes of the course(s) to be offered.

III. Program Itinerary

Please provide a brief overview of the program itinerary, including possible locations and sites you will visit, activities, and a general outline of each day of the trip. It is not necessary to indicate exact dates or activities at this point.

IV. Activities designed for cross-cultural experiences

Briefly 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 and culture of the host country or city (e.g., home stays, school visits, host student mentors, etc.).

V. 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 or onsite.

VI. 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, 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.

VII. Departmental Resources and Program Staffing

IPO requires faculty leaders to be accompanied by at least one other faculty or staff member to assist with on-site administration, including misconduct and emergencies—a constant responsibility above and beyond course instruction. In some cases, if a representative from an established SUNY Cortland partner is willing and able to provide dedicated on-site support, particularly in case of an emergency, they can stand in as a co-leader. Family members are not eligible to be official co-leaders. Please indicate how many faculty or staff will participate in the course. If more than one co-leader will participate, include a justification for the additional cost, which is typically passed on to student participants. Describe what other departmental resources may be required, such as student supervision and course coverage. Please also list any non-SUNY Cortland employees who will provide support for the course, such local colleagues or institutional partners. (Listing individuals contracted for a specific service, such as bus drivers or tour conductors, is not necessary; however, you will need to provide this information to IPO.)

VIII. Risk Management

Please note any political, health, or safety concerns in the host country, if applicable) and how they would be addressed. Please also describe your expected mode of transportation in the host country. (Please note: College policy prohibits faculty or staff from driving students.)

Proposal Application deadlines:

Developing a faculty-led course requires at least 12 months for approval, planning, preparation, and promotion. For Winter Session programs, we strongly prefer that proposals are submitted by January 1 in the year prior to offering the course. For summer programs we strongly prefer that proposals be submitted by June 1 in the prior year. This will allow the International Programs Office to include your program in standard publicity/advertising conducted around campus and ensure that your course is included in the schedule of classes.

Department/School Approval and Support

Department Chair:

Name	Signature	Date
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Dean or Designee (Assoc. Dean Ronnie Casella for Education)

Name	Signature	Date
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Please submit your completed Statement of Interest to Mary Schlarb, Director, International Programs, 219 Old Main, E-Mail: mary.schlarb@cortland.edu.

IPO Received Date: _____ Initials: _____