

Call for Short-term Study Abroad Proposals
December 2011

To: All Faculty

Re: Short-term Study Abroad Proposals

The SCSU Faculty Association and the Center for International Studies invite proposals for short-term study abroad programs to be offered December 21, 2012, through December 20, 2014. Proposals must be submitted for all graduate and undergraduate programs to be offered outside the United States during this time period.

Proposals in response to this call are due by 4:00 p.m., Monday, January 30, 2012. This is your last opportunity to propose programs for the calendar year 2013. But, this is not your only opportunity to propose programs for 2014; next fall another call for proposals will be issued for 2014 and 2015.

The forms and information for completing a proposal can be found on the Faculty Association website: www.scsufa.org. Click on "Policies" and then "Short-term Study Abroad Documents (January, 2012)." This email letter will appear. You will see three links within the document labeled "Information on Short-term Study Abroad Proposals," "Proposal Form," and "Budget Worksheet." On the budget worksheet page there is a link for an Excel budget worksheet. When you open the link, save the file to download and use it.

Here are a few highlights of the guidelines on the application form. Consult the form for more complete information.

- All Short-term Study Abroad programs are curriculum-based and must receive FA approval through the International Studies Committee regarding academic rigor.
- An assessment plan listing program outcomes (academic and international) and how outcomes will be measured must be included in the proposal. Using the Global Perspectives Inventory (GPI) with students prior to and upon returning from the overseas experience will satisfy the international experience assessment requirement for the short-term study abroad program proposals.
- A final report must be submitted to Nichole Pazdernik, Center for International Studies, within 30 days of your return to campus. This report must include an analysis of assessment data on the students' academic and international experience and suggestions for future improvement.
- Application deadline: 4:00 p.m. Monday, January 30, 2012. The committee expects that proposals are discussed in departments before being signed by the chair. The Dean's signature is also required. Submit applications to the Center for International Studies office, LH 101.

- A standard of 12.5 student contact hours per credit is the university norm and applies to short-term study abroad as well. A minimum of 14 days on-site is the guideline for a six-credit program.
- A sufficient number of students per course is required to cover program expenses. As a general guideline, student tuition is used to cover faculty salaries.
- Faculty applying to direct programs should have international experience and significant experience/knowledge of the host culture(s) and should describe that experience in the proposal. Collaboration with less experienced faculty will help to expand programs and opportunities.
- SCSU and MnSCU drug and alcohol policies must be enforced by directors and faculty.
- We encourage prospective applicants to consult with their college representatives on the International Studies Committee and/or the Center for International Studies in the preparation of a proposal.

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FA International Studies Committee members, 2011-2012:

College of Liberal Arts (CLA): Rob Lavenda, Lisa Heinrich
 College of Science and Engineering (COSE): Matthew Julius
 Herberger Business School (HBS): Changsoo Sohn
 School of Computing, Engineering and Environment (SCEE): Anthony Akubue
 School of Health and Human Services (SHHS): Susan Warner
 School of the Arts (SOA): Vladimir Rovinsky
 School of Education (SOE): Jie Meischner
 School of Public Affairs (SPA): Gareth John
 Special Services (SS): Rachel Wexelbaum