

**St. Cloud State University • Short-term Study Abroad Proposal Form  
For Programs Scheduled December 21, 2012-December 20, 2014— Deadline: January 30, 2011 at 4:00 p.m.**

Name(s) \_\_\_\_\_ Department(s) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ E-mail(s) \_\_\_\_\_

Dates of Proposed Program \_\_\_\_\_ Program Country(ies) \_\_\_\_\_

University Affiliation in Country (if applicable) \_\_\_\_\_

Travel Agency Service Provider (if applicable): Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Course Number(s) and Title(s) \_\_\_\_\_

total # of credits per student \_\_\_\_\_

The course(s) will be counted for:

General Education \_\_\_\_\_ Diversity \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ University Elective \_\_\_\_\_ Internship \_\_\_\_\_ Graduate \_\_\_\_\_

**Application Procedures:**

Please attach to this application form the following items:

1. Cover letter describing:
  - a) academic and international learning outcomes of the proposed program,
  - b) international experience of the proposer(s) and qualifications to lead a program to the proposed country(ies)
  - c) proposer's knowledge of and/or experience in the program country(ies) or region, and
  - d) how this program will enhance SCSU
2. An assessment plan listing program outcomes (academic and international) and how outcomes will be measured. (The final report must include an analysis of both academic and international experience assessment data and suggestions for future improvement.)
3. Curriculum vitae for all faculty involved in the Short-term Study Abroad program.
4. Adapted short-term course syllabus, reviewed by your department and dean, and including a description of credits to be earned and how those credits relate to contact time with the instructor(s).
5. Proposed itinerary (including field trip information).
6. Draft budget. (Detailed budget, prepared in consultation with CIS Accountant, must be submitted within 30 days of program approval.)

Submit this application form with the above items to the Center for International Studies by 4:00 p.m. on January 30, 2012.

Upon approval from the Provost to offer this Short-term Study Abroad program, I agree to the following terms:

1. I agree to recruit a sufficient number of students to maintain a viable program. The University may approve the program with fewer full-fee-paying students as a first-time program. Programs with 20 or more students enrolled may be accompanied by a second non-salaried faculty member or paid staff support from SCSU personnel.
2. I agree to consult with the Center for International Studies (CIS) before canceling a program.
3. I agree to consult with CIS in developing the program costs and include the CIS application and administrative fee in the budget.
4. I am responsible for organizing program-specific orientation sessions for the program participants.
5. I will participate in a faculty orientation administered by CIS.
6. I will participate with the program participants in a whole-day, campus-wide, pre-departure orientation on a Saturday hosted by CIS.
7. I will provide CIS with proper receipts for all program-related expenses within 30 days after return from the program.
8. I agree to enforce the drug and alcohol policy as outlined.
9. Upon completion of the program, I will provide a final report—including an analysis of assessment data on students' academic and international experience and suggestions for future improvement—to the Director of Education Abroad, the chair of the International Studies Committee, my chair and my dean.

Faculty Signature(s) \_\_\_\_\_ : \_\_\_\_\_ Date: \_\_\_\_\_

*All proposals must have signatures for steps 1 and 2 below before submission to the Center for International Studies.*

**Step 1.** Departmental Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_  
Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment: \_\_\_\_\_

**Step 2.** Dean's Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_  
Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment: \_\_\_\_\_

**Step 3.** International Studies Committee's Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_  
ISC Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment: \_\_\_\_\_

**Step 4.** CIS Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_  
CIS AVP's Signature \_\_\_\_\_ Date \_\_\_\_\_

Comment: \_\_\_\_\_

**Step 5.** Provost Approval: Yes \_\_\_\_\_ No \_\_\_\_\_  
Provost's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This program may be offered up to two times between December 15, 2012 and December 14, 2014.**

**Short-term Study Abroad Program Management Procedures and Policies**  
**St. Cloud State University**  
**Academic Affairs Council and Faculty Association International Studies Committee**

As an enhanced effort to further internationalize SCSU curriculum through education abroad, academic programs and/or departments are encouraged to develop Short-term Study Abroad programs. These programs should be financially feasible, while maintaining academic rigor. To help maintain university academic and administrative policies, the following guidelines must be observed.

**Guiding Principles:**

A short-term study abroad program should include at least 12.5 student contact hours per credit. A schedule and/or syllabus should identify how the hours are met. All short-term study abroad programs should be developed based on the following principles:

1. Curriculum-Based: The course must be an existing course approved by the university.
2. Student-Demand-Driven: A sufficient number of students is required for most courses.
3. Faculty-Expertise-Supported: A significant knowledge of the host culture is expected of the faculty director(s).
4. Impact-by-Design: Clear international learning outcomes/academic rigor should be established in the cover letter.
5. Systematic Assessment: Outcomes assessment must be built into each study abroad experience.

**Faculty Eligibility:**

All SCSU full-time tenured or tenure-track faculty members may apply.

**Faculty Compensation:**

Any faculty member who is approved by the Provost to offer a short-term study abroad program will receive the following compensation:

1. .0225 x base salary for each credit. A faculty member can be paid up to 6 credits through the Center for International Studies provided that a sufficient number of students are registered for each course. Departments may elect to pay faculty salary in cases of lower enrollment.
2. Round-trip transportation and reimbursement for all direct program expenses including housing, group meals, receptions, and admissions that are covered for the student group.

Note: A faculty or staff member who performs or assists in performing duties related to a short-term program with the exception of teaching will have expenses paid. Such a faculty member also may be eligible for extra duty days, depending on the balance of revenue and expense for the program.

**Spring Break International Field Trip**

1. A faculty member may propose and lead an international field trip during spring break. Generally, the university will not approve such programs beyond the week of spring break to eliminate the problem of missing classes by students and faculty either before or after the break.
2. An international field trip cannot be added permanently to an existing course without going through the curriculum process. To add an international field trip to an existing course on a temporary basis, the proposer must go through the short-term study abroad application process.
3. For on-going approved courses with a built-in international field trip, a new budget proposal must be submitted to the Center for International Studies each year for approval before the field trip fee is posted. The field trip cost information must be made available before the course is officially listed.

**Administrative and Financial Management**

When faculty and students leave SCSU for international travel that is connected to a university course or credit, the travel must go through the Center for International Studies, which is authorized by the University to provide administrative oversight and financial management for such programs. Therefore, all short-term study abroad programs should follow the university's safety and liability guidelines, and the program fees should be developed by the offering department in consultation with CIS within its program budget development guidelines.

The faculty director is responsible for staying within the agreed budget in managing the on-site cost. The faculty director will have access to all budget information. If an emergency occurs that could cause the program to go over budget, the faculty director will consult CIS for an emergency response and contingency plan. Any excess revenue will go equally to the sponsoring department(s) and to CIS for supporting university internationalization efforts. Use of this revenue by CIS will be reviewed annually with the International Studies Committee. This document and form were reviewed in fall 2011.

Approved by ISC: December 1, 2011

Approved by Faculty Senate: