

# St. Cloud State University • Education Abroad Proposal Process

## Application Procedure

- 1) Complete the **Proposal Form** and attach the following supporting items:
  - I. Cover letter describing:
    - **academic and international learning outcomes of the proposed program:** will this program meet any or all of the University's Learning Commitments: *active and applied learning; community engagement; global and cultural understanding; sustainability.*
    - **international experience of the proposer(s)** and knowledge of and/or experience in the program country or region;
    - **strategies for marketing this program;** what are your strategies and who are your target groups;
    - **emergency/crisis plan** – example: do you have another SCSU faculty member along to assist or a partner institution who can assist if a student is injured and you have to move on to another location?
  - II. Resume/CV of all the faculty/staff participating on the program
  - III. An evaluation plan listing program outcomes and how outcomes will be measured.
  - IV. Adapted course syllabus, reviewed by your department and dean, a detailed account of activities planned with the appropriate number of contact hours, including a description of credits to be earned. Contact hours include classroom time prior to the program, lecturing about a relevant exhibit in a museum, debriefing after a guest lecture, or a field visit constitute contact hours.
  - V. Proposed itinerary (including field trip information).
  - VI. Draft budget. (See template. If you need assistance, please contact CIS Accountant at 320-308-4042)
  - VII. Website Information Form (Information for CIS Website and other promotional materials.)
- 2) The applicant must obtain signatures from their Chair and their Dean.
- 3) These forms will then need to be turned into the Center for International Studies, Lawrence Hall 101.

**Important Note:** A short-term education 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. A standard of 12.5 student contact hours per credit is the university norm and applies to short-term education abroad as well. Contact hours include class time or activities in which the faculty is directly involved with an educational activity with the students.

**Deadline:** The deadline for the proposals will be October 1st with a December 1st notification of approval and April 1st with a June 1st notification of approval. Proposals should be submitted and approved at least one year in advance of the proposed program date. The programs can be proposed to run for one academic year or for two academic years.

### CIS Assistance:

1. CIS Staff can provide assistance with questions you may have on this process.
  - a. Budget
  - b. Finding a provider to work on logistics
  - c. Considerations in emergency/crisis planning
  - d. Program promotion

## St. Cloud State University Mission and Vision

*We prepare our students for life, work and citizenship in the twenty-first century.*

