Checklist for SCSU Education Abroad Program Proposal

ST. CLOUD STATE UNIVERSITY – EDUCATION ABROAD

☐	**CIS Program Proposal Form**
☐	Cover Letter
☐	Resume/CV
☐	Evaluation Plan
☐	Adapted Course Syllabus
☐	Proposed Itinerary
☐	Draft Budget (Template Attached)
☐	Website Information Form

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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.

Education Abroad Program Models

In recent years, study abroad participation has grown in the area of shorter programs with discipline-specific content. However, programs of shorter duration require more intentionality in program design in order to maximize the learning potential. Below are some program models that can be used to create valuable education abroad programs for SCSU students. In addition, we have examples of the various program types which potential program leaders can review.

Faculty-led programs embedded in regular academic semester

- SCSU courses taught by SCSU Faculty
- Degree-specific or interdisciplinary course
- Eligibility can be restrictive or open as desired

Example of faculty-led embedded model: South Africa Spring Break Model with ethnic studies course

Faculty-Led Programs as stand-alone programs (during winter or spring break or summer session)

- SCSU courses taught by SCSU faculty or on-site professors
- Can be open to all major or students interested in the location, or can be degree specific
- Can range in length from 1 week to 8 weeks
- Can allow students to earn part-time or full-semester credits

Example of faculty-led stand-alone model: faculty-led summer programs, spring or winter break programs, such as the Costa Rica Geography Program, the Italy & Greece Program or a summer business program.

Customized Program with a Provider

- Some of the SCSU credits are taught by the SCSU Faculty
- Some of the SCSU credits are taught by on-site professors
- Can be open to a variety of majors for students interested in the location

Example of a Customized Program: Spain Semester in Seville

Collaborative Programming with EF Tours

SCSU Credits are taught by SCSU Faculty

- Faculty from different disciplines (or even MNSCU schools) recruit for programming in the same country (countries)
- Cultural teaching and excursions are provided by EF Tours in the morning to the whole group
- Group breaks up into afternoon sessions to focus on specific academic content or academic excursions related to specific topic

Service-Learning Programs

International Activity or Involvement, such as an athletic team touring and playing internationally, or a student conducting academic research.

Education Abroad Program Proposal Form

Program Leader Name(s)	
Department(s)	
Program Leader Phone Number(s)	
Program Leader Email(s)	

Program Term	□**Fall Semester** □**Spring Semester** □**Summer** □**Winter Break** □**Spring Break**
Program Dates	
An Anticipated Frequency of Program Offering(s)	____One Time _____Two Times
Program Country(ies)	
University Affiliation in Country (if applicable)	
Program Service Provider (in country logistics, if applicable)	Name: Email: Phone:
What is your ideal group size?	
Total # of credits per student	
Are there any Pre-requisites for the course(s)	

Proposed Course Numbers(s) and Title(s)

The course(s) will be counted for:
- Liberal Education_____
- Major_____
- Minor_____
- University Elective_____
- Internship_____
- Graduate_____

Students are likely to be drawn from the following majors:

Upon approval from the Provost to offer this Education Abroad program, I agree to the following terms:

1. I agree to recruit a sufficient (12 per program leaders) of students to maintain a viable program. The University may approve the program with fewer full-fee-paying students as a first-time program.
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 prior to departure and in-country for the program participants.
5. I will participate in a faculty workshop administered by CIS.
6. I will provide CIS with proper receipts for all program-related expenses within 30 days after return from the program.
7. I agree to enforce the University Code of Conduct.
8. 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 University International Advisory Council within 30 days of end date of program.

Program Leader 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. Submit to CIS – CIS will perform an assessment of program risk, health, safety, security and will submit to UIAC with Matrix of assessment attached to the proposal._____

Step 4. University International Advisory Council Recommendation: Yes _____No_____

_____
UIAC Chair Signature   Date
Comment:

_____

Step 5. CIS - AVP Approval: _____
                                                                                                                      Date

Step 6. Provost Approval: Yes____No____

_____
Provost's Signature Date

Program Proposal Deadlines:
> **October 1 for December 1 decision for program offered the following year winter break or after.**
> **April 1 for June 1 decision for program offered the following year Summer or after.**

> **Exceptions: If the proposal request is out of the timeline and needs approval for extenuating circumstances, then the proposal will need to be submitted to the Provost, who will decide if the UAIC should consider the proposal outside of the standard timeframe.**

Marketing Guide for Short Term Programs

To best market your program we need your help to spread the word! In order for a program to go you must have 10 students but we want to help you get as many students as you envision as your ideal group size! Below is a snapshot of what we do and how you can help.

Marketing Area	What CIS Does	What you can do
SCSU Education Abroad Website	CIS will create a "brochure" page on the Education Abroad website, based on the *Website Information Form* you complete. See the website at the following link and click on Search Programs: http://www.stcloudstate.edu/educationabroad/default.aspx	If you would like a specific image for your website page, submit one with the Website Information Form.
Tall Cards	CIS will create a program tall card based on information from your proposal.	Proof the program page before we publish it on the website.
Tabling	CIS staffs an information table in Atwood, Miller Center, ISELF, and other locations on campus.	You are welcome to join us, as you are available.
Social Media	CIS posts daily on Facebook, Twitter, Instagram and LinkedIn to promote education abroad.	If you have events or informational meetings we would love to help promote it on our social media. Please send us the details (who, what, where, and when).
Photo Contest	CIS puts on a contest for students who studied abroad the past year where they can submit photos taken abroad and win money.	Encourage your group to submit photos. Also if you are interested in being a part of the judging panel, let us know! We would love to have you!

Study Abroad Fairs: Fall, Spring, Short-Term	At study abroad fairs CIS promotes each program individually to allow students to have the most comprehensive information available. • All Long Term Programs • All Short Term Programs • Stearns County Passport Agency • SCSU Financial Aid • Preferred Providers	Help us promote your programs by attending the fair and talking with students and by promoting the fair in your classes or in campus organizations you may advise.
Classroom Presentations & Info Sessions	CIS offers classrooms from 10 minutes to 50 minutes in length, along with experiential international education activities.	Invite us to come and talk about studying abroad which allows you to discuss your program specifically. Also, you should plan to do info sessions for your specific program and promote your programs in relevant classes.
Images	We have hundreds of photos students have taken on their programs and would be happy to share them with you.	Send CIS images from your experiences in the locations you will be bringing students or request images from us, if you need them.
Interactive Display at Atwood Memorial Center	Video slideshows are on the display of that provide information about SCSU programs.	Send us videos from being abroad. Often your students create interesting videos while studying abroad that would help promote your program to the larger student body.
Special Events (Provider tables, Red and Black Days, Advising and registration days, etc)	CIS tables at these events to inform students about all the amazing education abroad programs available at SCSU.	If you plan on doing any special events to promote your program, let us know and we will help advertise it.
Newsletters	Once a month CIS puts out a newsletter that contains information for students, programming, and events on campus.	If you would like your program highlighted, send us a photo and a blurb and we can highlight it.

Education Abroad Program Info for the Website

Please complete this form to enable CIS to build your program on its application system, TerraDotta.

Basic Program Information	
Program Name	
Program Group	☐ Short Term ☐ Long Term
Program Type	☐ Non-SCSU Students able to apply
Terms	☐ Spring ☐ Fall ☐ Summer ☐ Winter ☐ Spring Break
Start of Program (Date)	
End of Program (Date)	

Location Information	
Country	
Any Language Offered?	☐ No ☐ Yes
If Yes, What Language?	
Minimum GPA Required (we require at least a 2.0 to participate on a short term and a 2.5 for long term)	
Minimum Class Eligibility	☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior
Are there any Language Prerequisites?	☐ No ☐ Yes
If yes, What are they?	
Housing Options	☐ Apartments ☐ Apartments – University Owned ☐ Host Families ☐ Hostels ☐ Hotels ☐ Residence Halls
Credit Type	☐ Undergraduate ☐ Graduate

Brochure Requirements

Image

If you have a particular image in mind for the website and/or the tall card, please either attach the image to this document or send the image to jmkinning@stcloudstate.edu and we will make sure to use the image if we are able.

SEE YOURSELF
[t]here

Overview:

This information needs to give a snap shot of the program and highlight why students need to be interested in this program. If there is a video or slideshow you would like in this section, please notify us of that as well.

EXAMPLE: "The Alnwick program takes place in northern England inside the castle that is home to the Duke and Duchess of Northumberland. To many, it is also known as "the Harry Potter castle." Students take classes that fit into their major or LEP studies while living inside the castle in order to get a better understanding of British Culture. This program offers students a unique opportunity to fully immerse themselves in the British Culture! "

FAST FACTS

Terms	☐ Spring ☐ Fall ☐ Summer ☐ Winter ☐ Spring Break
How many credits will they receive	
Faculty & Staff (What support system will the Student have while abroad)	
Meals (What are the students options)	

Academics: *<You need to include information about what the academics are like on this program. What will the students be required to complete while they are on this program>*

Attractions: *<Beyond academics, what will students want to experience while in this area. What is this place known for and will it be important for the students to want to experience it.>*

Housing: *<Go more in depth about what the students should expect in regards to housing. Is the apartment going to be shared rooms, does the hotel cover everything, etc…>*

Admission: *<What is required for the student to have at SCSU. Grade level, GPA, is it open to all majors or select majors, etc… >*

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