



## Study Abroad Program Proposal for Faculty Led Programs Abroad (FLPA)

Faculty members must consult with CISP before submitting a proposal for a new program. All completed proposals must be submitted to CISP by the deadline.

\_\_\_\_\_  
Faculty Leader

\_\_\_\_\_  
Sponsoring Academic Department

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Campus Address

\_\_\_\_\_  
Campus Phone Number

\_\_\_\_\_  
Person Submitting the Proposal and Submission Date

### Program Information:

\_\_\_\_\_  
Program /Course Working Title

Yes  No Is this program being offered for the first time?

\_\_\_\_\_  
departure Date

\_\_\_\_\_  
Return Date

Yes  No Is this an existing program which has been approved & previously offered?

\_\_\_\_\_  
Program's Main Site(s)

Yes  No If this program has been offered before, are there any changes that have been made to the original program? If yes, please list them.

### Program Description: Please create an official report to accompany this Program Proposal that includes the following:

- Course syllabus specifying the course number(s) and title, professor of record, academic term and number of credits.
- Academic description of the program with specified educational objectives, highlighting how delivering the coursework abroad improves upon courses offered on-campus.
- Schedule of mandatory on- campus class sessions or orientations/pre-departure meetings, addressing when and how often the faculty member will meet with the students before departure and how these sessions are or are not integrated into the contact hours and academic content for the course. Please include information on what material will be covered at these sessions. This should not include the 40-50 minute CISP presentation to the class.
- Anticipated cost-sharing or scholarship from Sponsoring Department or College. Please indicate what if any expenses are being covered by the department or college and the planned amount. Also, indicate any in-kind contributions (and their source) that will be used to help defray overall program costs. Please note any desired reduction in the standard per diem rate for the faculty member.
- Description of marketing and recruitment strategy including plans within the department or college for outreach. Describe the methods of marketing for the program, including a proposed application deadline for students. The application deadline will be posted on all marketing materials. Prior to publicizing, all marketing will be reviewed by the Center for International Services and Programs for consistency. Program specific website will be created and maintained on [www.csuohio.edu/csuea](http://www.csuohio.edu/csuea).
- Minimum and maximum number of students needed for the course to "make" based on departmental or college stipulations. Note that the program budget will be created based on the minimum number of enrolled students needed.



**Minimum Expectations: Please create an official report that outlines your recommendations and minimum requirements for:**

- Daily in-country itinerary Including group excursions and activities, class time and space needs, optional excursions and free time.
- Desired location and type of housing (specific name if available). Is it a hotel, hostel, host family, dorm? What is the most important feature: location, comfort level, etc.? Do any meals need to be included with the accommodation?
- Number of group meals to be covered by the program budget and the number of meals “on your own.” What meals do students have to provide for themselves? How much should each student budget for extra meals out-of- pocket based on the time in country and a reasonable exchange rate and average price?
- In-country transportation and preferred airlines with which to contract for international flights. Please detail the preferred method for in-country airport pick up and drop off (public transportation, private carrier, etc.) or any other transportation needs.
- Vendors. Please indicate the contact information for any preferred vendors.

**Proposal Approval Process: Please have this document reviewed, approved and signed by the listed individuals.**

“I have reviewed this faculty-led program proposal and approve the proposal for implementation.”

\_\_\_\_\_  
Department Curriculum Committee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center for International Services and Programs

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Program Cancellation Policy:** I understand that after the selection and development of a program, if student enrollment is too low to cover budgeted costs, or if safety, security or health concerns arise, the CISPP reserves the right to cancel the program.

\_\_\_\_\_  
Faculty Leader

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date