



# INTERNATIONAL

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## Cal State LA Faculty-Led Study Abroad Continuing Program Proposal

Please only complete this form if you have previously submitted a **Cal State LA Faculty-Led Study Abroad New Program Proposal**, and if your department chair, college dean, and the Council on International Programs **already approved** this proposal. We revised this form on July 2, 2018.

Submit this form and attachments with the required signatures (department chair and college dean) to **Amy Wang**, Director of International Programs and **Sonja Lind**, Education Abroad Coordinator in the **International Programs** office at **Golden Eagle, room 217 (second floor)**.

### Submit the following attachments with this proposal:

- Complete **proposal** for the previously approved program, including signatures
- Updated **syllabus** for the program (if there are any changes)
- Updated daily **itinerary** for the program (if there are any changes)
- Updated **budget** (if there are any changes; see budget worksheet at end of this form)

### The deadlines for this proposal are:

- April 1** for any programs departing in the following Summer or Fall (e.g., April 1, 2019 for programs departing in June 2020).
- October 15** for any programs departing in the following Winter or Spring (e.g., October 15, 2018 for programs departing in January 2020).

We will attempt to take up to one month to review each proposal and provide feedback afterwards. Please direct any questions about this form or the deadlines to Sonja Lind at [slind@calstatela.edu](mailto:slind@calstatela.edu).

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Name of the faculty submitting the proposal: \_\_\_\_\_

If relevant, name(s) of additional faculty/staff traveling with the group: \_\_\_\_\_

Previous date your program was approved: \_\_\_\_\_ (mm/dd/yyyy)

### What changes, if any, are you making to this program? Select all that apply.

- Destination(s)
- Course name and title
- Engagement and service-learning component(s)
- Excursions and/or day trips
- Transportation
- Housing
- Meals
- Safety and security concerns
- Budget (e.g., costs)

After making your selection, visit the appropriate section below to make your comments.



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1. **DESTINATION(S):** Provide a brief description of the program destination(s). If you have changed destinations, provide a rationale for this change.
2. **COURSE:** Please list the course that you propose to offer and the prerequisite(s), if applicable. If you have changed courses, provide a rationale for this change.

<b>Course Number, Title, and Number of Units</b>	
<b>(If any) Prerequisite Course(s) Number, Title</b>	

**Rationale:**

3. **ENGAGEMENT AND SERVICE-LEARNING:** Do you intend to integrate community engagement, service learning, internships, and/or research? If yes, describe how you will complete this. If you have added or removed this component, provide a rationale for this change.
4. **EXCURSIONS:** Provide a brief description of the excursions and/or day trips and how they tie into the coursework and learning objectives; if you have added or removed this component, provide a rationale for this change:
5. **TRANSPORTATION:** What are the transportation arrangements for the trip? If traveling from location to location, what types of transportation will you use (e.g., rental vehicles, personal vehicles, chartered buses or flights)? Who arranges for airport pick-ups and drop-offs? If you have changed transportation methods, provide a rationale for this change.
6. **HOUSING:** Where will be the students stay in the destination(s)? Which company and/or university will arrange the housing? How will you ensure student safety in their housing? If you have changed housing, provide a rationale for this change.



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- 7. **MEALS:** Describe meals for the students. How many meals are included? How many meals are students expected to buy on their own? If you have changed this, provide a rationale.
  
- 8. **SAFETY AND SECURITY:** Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the Department of State at this website: <https://travel.state.gov/content/travel/en/international-travel.html> What arrangements have you made to reduce risks and increase the safety and security of students on the program?
  
- 9. **SAFETY AND SECURITY:** Please select your destination(s) (new) Travel Advisory: <https://travel.state.gov/content/travel/en/international-travel.html>
  - Level 1:** Exercise normal precautions.
  - Level 2:** Exercise increased caution.
  - Level 3:** Reconsider travel.
  - Level 4:** Do not travel.
  
- 10. **SAFETY AND SECURITY:** Answer whether your destination(s) is (now) on the CSURMA lists located at this website: [www.calstate.edu/risk\\_management/rm/](http://www.calstate.edu/risk_management/rm/)
  - Yes**, it is / they are on the CSURMA **High Hazardous** Country List.
  - Yes**, it is / they are on the CSURMA **War Risk** Country List.
  - No**, it is / they are not on either CSURMA list.



## Faculty Leader Signature

By signing below, you agree to the following statements:

- I understand that I must work with my department chair on any needed curriculum approvals.
- I understand I recruit students to enroll in this program and will meet with students individually and at info sessions to promote this program.
- I understand that International Programs will arrange student payments and make any necessary deposits or other payments for the program, and that I will not unless otherwise arranged.
- I agree to conduct a pre-departure orientation for students in coordination with International Programs to cover safety and risk management.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Department Chair Recommendations

I understand that International Programs needs preapproval to continue to develop this program with the faculty named above.



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I support the development of a special sessions course(s) in collaboration with the College of Professional and Global Education and acknowledge that this will be a self-support program in which State funds are not utilized.

or

I support the development of a Stateside program and understand that faculty will receive their normal teaching salary through the department/college as if they are teaching on campus. I further understand that the faculty may be teaching at reduced teaching load while abroad.

I additionally verify that:

- The proposal and class(es) intended meet academic standards and are consistent with mission, goals and resources of the department.
- The faculty member(s) will be engaged for the duration of the program.
- Leading a Cal State L.A. faculty-led course requires that faculty member possess administrative, diplomatic, and leadership skills to work collaboratively with International Programs, international institutions and partners, third party providers, and students. The faculty member has demonstrated that they have the skills and experience appropriate for the proposed program.
- The faculty member has maintained positive student evaluations and/or other indicators of teaching effectiveness.

Recommended

Not Recommended

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**Department Chair (or Designee) Signature**

**Date**

Recommended

Not Recommended

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**College Dean (or Designee) Signature**

**Date**

Recommended

Not Recommended

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**Chair of the Council on International Programs' Signature**

**Date**

Recommended

Not Recommended

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**Dean, College of Professional and Continued Education**

**Date**



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## Budget Worksheet for Continuing Program Proposal

Number of Students:

Number of Faculty:

Student Program Expenses		Cost per student	Comments
	Cal State LA Tuition		
	Ground Transportation		
	Hotel Accommodations		
	Meals		
	Cultural Activities		
	Travel/Health Insurance		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	<b>Subtotal:</b>	<b>\$0</b>	
Faculty Traveling Expenses		Cost	Comments
	International Airfare		
	Ground Transportation		
	Hotel Accommodations		
	Per Diem See: <a href="https://aoprals.state.gov/web920/per_diem.asp">https://aoprals.state.gov/web920/per_diem.asp</a>		
	Cultural Activities		
	Travel/Health Insurance		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	<b>Subtotal:</b>	<b>\$0</b>	
Operating Expense Budget		Cost	Comments
	Supplies		
	Printing/Copying		
	Faculty salary		
Other (Describe, right):			
Other (Describe, right):			
Other (Describe, right):			
	<b>Subtotal:</b>	<b>\$0</b>	
Other Student Expenses Not Covered in Program Cost		Cost per student	Comments
	International Flight		
	Passport		
	Visa		
Other (Describe, right):			
	<b>Subtotal:</b>	<b>\$0</b>	
	<b>Total:</b>	<b>\$0</b>	