

# Central State University

## Center for International Education

### Appendix A- Proposal for CSU Faculty-Led Study Abroad Program

Leading Faculty Member: \_\_\_\_\_

Additional Faculty or Staff Member: \_\_\_\_\_

Department: \_\_\_\_\_

Destination Country: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Study Abroad Program Course: \_\_\_\_\_ (credits, semester) \_\_\_\_\_

Student Program Fee: (to be determined once the budget is designed)

**Program Syllabus:** Modify the following sections of your syllabus to incorporate the study abroad program in it:

- 1. Course Description:** Add to this section the country that will be visited and the overall objective of traveling there.
- 2. Instructional Method:** List the type of instructional methods that will be used in the visited country: lectures by scholars and or experts, sites visited, museums; universities, etc.
- 3. Course Objectives/Learning Outcomes:** List the objectives or the learning outcomes of the study abroad program—those could be academic and also cultural learning outcomes.
- 4. Course Schedule:** Add the study abroad itinerary under the regular Course Schedule section—if you don't have a course schedule section (weekly or otherwise), create one for the study abroad portion. (you will have a detailed itinerary once it is finalized with the program provider agency).
- 5. Performance Evaluation:** In bullet points, list the assignments students need to complete, such as reflection papers/journals, and or presentations!

**Once done, attach a copy of the syllabus to this form.**

**Program budget:** This section will include the overall program fee per student and program leader fees (we will work with you on this section once the proposal is approved by all parties involved).

**Program design** Write brief statements addressing the following: (CIE can help with these sections)

1. Criteria for students' participation. How will you promote the program (although the CIE will assist faculty with promotion and recruitment, it is desirable to have a plan in mind).
2. Program's itinerary—rough outline of what places you intend to visit. The final itinerary will be shaped with the program provider. For now, try to identify the following:
  - i. Name of the course used for the program and at which semester.
  - ii. Dates of travel.
  - iii. List of daily activities.
3. Plans for pre-departure and in-country preparations for students.
4. Program Assessment: how will you measure success in achieving the program's objectives?

**\*Submit this form along with supporting documentation to the Director of the Center for International Education for review. Once review is complete, the following signatures need to be collected to proceed with the program promotion and recruitment**

_____ Faculty/Program Leader	_____ Signature	_____ Date
_____ Director, Center for International Education	_____ Signature	_____ Date
_____ Department Chair	_____ Signature	_____ Date
_____ Dean of the College	_____ Signature	_____ Date
_____ Executive Director, Honors College	_____ Signature	_____ Date
_____ Provost	_____ Signature	_____ Date