

**St. Cloud State University • Short-term Study Abroad Proposal Form**  
**For Programs Scheduled December 15, 2010-December 14, 2012— Deadline: January 19, 2010 at 4:00 p.m.**

Name(s) \_\_\_\_\_ Department(s) \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ E-mail(s) \_\_\_\_\_

Dates of Proposed Program \_\_\_\_\_ Program Country(ies) \_\_\_\_\_

University Affiliation in Country (if applicable) \_\_\_\_\_

Travel Agency Service Provider (if applicable): Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Course Number(s) and Title(s) \_\_\_\_\_

total # of credits per student \_\_\_\_\_

The course(s) will be counted for:

General Education \_\_\_\_\_ Diversity \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ University Elective \_\_\_\_\_ Internship \_\_\_\_\_ Graduate \_\_\_\_\_

**Application Procedures:**

Please attach to this application form the following items:

1. Cover letter describing:
  - a) academic and international learning outcomes of the proposed program,
  - b) international experience of the proposer(s) and qualifications to lead a program to the proposed country(ies)
  - c) proposer's knowledge of and/or experience in the program country(ies) or region, and
  - d) how this program will enhance SCSU
2. An assessment plan listing program outcomes and how outcomes will be measured. (The final report must include an analysis of assessment data and suggestions for future improvement.)
3. Curriculum vitae for all faculty involved in the Short-term Study Abroad proposal
4. Adapted short-term course syllabus for your department and dean to review, including the relationship of credits to be earned and contact time with the instructor(s)
5. Proposed itinerary (including fieldtrip information)
6. Draft budget. (Detailed budget, prepared in consultation with CIS Accountant, must be submitted within 30 days of program approval.)

Submit this application form with the above items to the Center for International Studies by 4:00 p.m. on January 19, 2010.

Upon approval from the Provost to offer this Short-term Study Abroad program, I agree to the following terms:

1. I agree to recruit a sufficient number of students to maintain a viable program. The University may approve the program with fewer full-fee-paying students as a first-time program. Programs with 20 or more students enrolled may be accompanied by a second non-salaried faculty member or paid staff support from either SCSU personnel or local travel professionals.
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 will provide health care provider information for each location.
5. I am responsible for organizing program-specific orientation sessions for the program participants.
5. I will participate in a faculty orientation administered by CIS.
6. I will participate with the program participants in a whole-day, campus-wide, pre-departure orientation on a Saturday hosted by CIS.
7. I will provide CIS with proper receipts for all program-related expenses within 30 days after return from the program.
8. I agree to enforce the drug and alcohol policy as outlined.
9. Upon completion of the program, I will provide a final report including an analysis of assessment data and suggestions for future improvement to the Associate Vice President for Academic Affairs/International Studies, the chair of the International Studies Committee, my chair and my dean.

Faculty Signature(s) \_\_\_\_\_ : \_\_\_\_\_ Date: \_\_\_\_\_

*All proposals must have signatures for steps 1 and 2 before submitting to the Center for International Studies.*

Faculty signature(s) \_\_\_\_\_

**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.** International Studies Committee's Recommendation: Yes \_\_\_; No \_\_\_ \_\_\_\_\_

Chair's Signature

Date

Comment: \_\_\_\_\_

**Step 4.** CIS Recommendation: Yes \_\_\_; No \_\_\_ \_\_\_\_\_

AVP's Signature

Date

Comment: \_\_\_\_\_

**Step 5.** Provost Approval: Yes \_\_\_; No \_\_\_ \_\_\_\_\_

Provost's Signature

Date

**This program may be offered up to two times between December 15, 2010 and December 14, 2012.**

**Short-term Study Abroad Program Management Procedures and Policies**  
**St. Cloud State University**  
**Academic Affairs Council and Faculty Association International Studies Committee**

As an enhanced effort to further internationalize SCSU curriculum through education abroad, academic programs and/or departments are encouraged to develop Short-term Study Abroad programs. These programs should be financially feasible, while maintaining an academic rigor. To help maintain university academic and administrative policies, the following guidelines must be observed.

**Guiding Principles:**

The duration of a Short-term Study 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. All Short-term Study Abroad programs should be developed based on the following principles:

1. Curriculum-Based: The course must be an existing course approved by the University.
2. Student-Demand-Driven: A sufficient number of students is required for most courses.
3. Faculty-Expertise-Supported: A significant knowledge of the host culture is expected of the faculty director(s).
4. Impact-by-Design: Clear international learning outcomes/academic rigor should be established in the cover letter.
5. Systematic Assessment: Outcomes assessment must be built in to each study abroad experience.

**Faculty Eligibility:**

All SCSU full-time tenured or tenure-track faculty members may apply.

**Faculty Compensation:**

Any faculty member who is approved by the Provost to offer such a Short-term Study Abroad program will receive the following compensation:

1. .0225 x base salary for each credit. A faculty member can be paid up to 6 credits through the Center for International Studies provided that a sufficient number of students are registered for each course. Departments may elect to pay faculty salary in cases of lower enrollment.
2. Free round-trip transportation and reimbursement for all direct program expenses including housing, group meals, receptions, and admissions as covered for the student group.
3. \$50 per week faculty supplement for incidental expenses.

Note: A faculty or staff member who performs or assists in performing duties related to a short-term program with the exception of teaching will have expenses paid. Such a faculty member also may be eligible for extra duty days, depending on the balance of revenue and expense for the program.

**Non-student Participants**

1. All non-student participants including dependents of the faculty director and participating students must pay all program fees (with the exception of tuition) in accordance with the payment plan.
2. The total number of dependents allowed on each program should not exceed 15% of the total student participants.
3. Before departure, all non-student participants must sign a participation waiver and possess adequate insurance that covers medical evacuation and repatriation.

**Spring Break International Fieldtrip**

1. A faculty member may propose and lead an international fieldtrip during spring break. Generally, the University will not approve such programs beyond the week of spring break to eliminate the problem of missing classes by students and faculty either before or after the break.
2. An international fieldtrip cannot be added permanently to an existing course without going through the curriculum process. To add an international field trip to an existing course on a temporary basis, the proposer must go through the Short-term Study Abroad application process.
3. For on-going approved courses with a built-in international fieldtrip, a new budget proposal must be submitted to the Center for International Studies each year for approval before the fieldtrip fee is posted. The fieldtrip cost information must be made available before the course is officially listed.

**Administrative and Financial Management**

When faculty and students leave SCSU for international travel that is connected to a university course or credit, the travel must go through the Center for International Studies, which is authorized by the University to provide administrative oversight and financial management for such programs. Therefore, all Short-term Study Abroad programs should follow the University safety and liability guidelines and the program fees should be developed by the offering department in consultation with CIS within its program budget development guidelines.

The faculty director is responsible for staying within the agreed budget in managing the on-site cost. The faculty director will have access to all budget information. If an emergency occurs that could cause the program to go over budget, the faculty director will consult CIS for an emergency response and contingency plan. Any excess revenue will go equally to the sponsoring department(s) and to CIS for supporting university internationalization efforts. Use of this revenue by CIS will be reviewed annually with the International Studies Committee. This document and form was reviewed for revision in fall 2008.

Approved by ISC: Oct. 29, 2009 ; FA Senate: Nov. 3, 2009