

CSUSB-Led Study Abroad Programs

Submission Dates

There are two deadlines annually for the submission of study abroad program proposals:

- September 10th For program start date the following Spring Break or Summer
- February 10th For program start date the following Winter Intersession or Fall

Because program development, approvals, marketing, budgeting, application processing, contracting, and other logistics take time, the Education Abroad Office is unable to consider proposals that do not meet the above deadlines.

Submission Process

Proposals to lead a CSUSB-Led Study Abroad Program are submitted through Qualtrics. You will receive a personal url to access the submission portal. This allows you to work on the proposal at your own pace (without your work getting lost).

- **Faculty and staff who have previously submitted a program proposal will receive a new Qualtrics link for each application cycle.** Email goabroad@csusb.edu to have answers from your last submission pre-populated for your next submission.
 - **New Program Leaders** must [meet with the Education Abroad Office](#) (in-person or via Zoom) to discuss your program ideas before a proposal can be submitted.
-

Get Help

The Education Abroad Office is here to help you develop your program proposal!

[Book an appointment.](#)

Questions? Email goabroad@csusb.edu.

Proposal Requirements

Your proposal will require the information laid out on the following pages. Use these questions to help plan your program.

Program Leader(s)

For each program leader:

- Name
- Email address
- Cell phone
- CSUSB affiliation
- Academic department, division, or unit
- Immediate supervisor name and position.

Program Location & Description

- Country / countries where your program will take place.
- Which city is the home base?
- **Title for your proposed program** | *This should read like a course title. For example “The Black Atlantic: Literary and Social Science Perspectives” instead of “Study Abroad Jamaica” or “Exploring Egyptology Collections at UK Museums and Universities” instead of “Study Abroad England.”*
- **Brief Description** | *Intended focus, connection between the academic content and location, who the program is designed to attract. Max 1500 characters (~ 250 words).*

Program Length and Dates

Which scenario best describes your plans to run this study abroad program?

- **Summer Study Abroad** | Course listed and taught, and international travel takes place, during one 5-week summer term or the 10-week summer term (instruction must stretch over at least five weeks so that students are eligible for financial aid)
- **Winter Intersession Study Abroad** | Course listed and taught, and international travel takes place, during the winter term
- **Spring Break Study Abroad** | International travel takes place during spring break in association with a course that is listed and taught in the Spring Semester
- **Spring Semester Study Abroad Add-On** | Travel takes place in summer in association with a course listed the preceding Spring Semester
- **Fall Semester Study Abroad Add-On** | Travel takes place during the winter break in association with a course listed the preceding Fall Semester

What is the length of your study abroad program, in days?

- Preferred program start and end dates.
- Date range in which you can offer this program.

Course Offering(s)

How many individual courses will be taught as a part of this program? For most programs, the answer is one. If more than one, will students be permitted to enroll in more than one?

Which class in the [current course catalog](#) best aligns with the course(s) that will be taught in association with this study abroad program?

Course Details

[General Education](#) alignment of course, if applicable.

Short course description (how the course will be taught for this program)

Academic student learning outcomes and how teaching the course internationally, and at the specific location(s) selected, will enhance or make possible these learning outcomes.

Study abroad-specific student learning objectives of the program. *For ideas, consider resources from places like [University of Minnesota](#) and [Boston University](#).*

Allocation of **instruction hours** (academic activity associated with your course. Account for 45 contact hours per unit of credit:

In Country Allocations

- **Direct Instruction** (*Examples: On-Site Orientation; Lectures by program leader(s); Presentations by guest lecturers, institutional partners, local knowledge experts, etc.*)
- **Indirect instruction** (*Examples: Group discussions and debriefs; Museum, library, heritage site, clinic, government, and other site visits; Performances and other events that support the learning goals of the course; Service learning projects; Student research projects; Conferences and workshops; Language practice with native speakers; Internship or volunteer work; Other forms of community engagement*)
- **Student Study, Preparation, and Assignments** (*Examples: Assigned readings and/or viewings; Written, artistic, oral, multimedia, and other assignments; Time for reflection, processing, synthesis*)
- **Transportation to/from Instructional Activities** (*Examples: International travel; In-country transportation*) *This should not represent a significant portion of your hours.*

US Allocations

- **Pre-Trip** (*Examples: Orientation; Class meeting(s); Assigned readings/viewings; Assignments; CITI human subjects training*)
- **Post-Trip** (*Examples: Class meeting(s); Assigned readings/viewings; Assignments*)

Provide additional information on those instruction hour categories that you included in your calculations.

Report any **intentions to combine sections, offer EFA course substitution, or offer graduate student credit.**

Providers and Partnerships

Will this program use a third-party logistics provider? *If yes, provide Company name; Company contact name; Company contact email; Company contact phone number; Company website. Attach the third party logistics provider quote, invoice, or agreement*

Will your program make payments to an international University? *If yes, provide University Name; City; International Partnerships contact name; Contact email; Contact phone number; University website; Program website (if applicable). Attach the quote, invoice, or agreement.*

Will your program have any other partnerships that require an MOU?

Itinerary

Provide a complete program itinerary. You can use the [itinerary form](#) or your own format for delivering this information.

Describe the **intensity of your program?**

- **Slow paced** | Students have ample free or self-directed time, and organized activities are spread out.
- **Medium paced** | Students have some free or self-directed time and frequent organized activities
- **Fast paced** | Students have little free or self-directed time, and organized activities will keep them quite busy

Explain where **in-country lectures and/or group meetings take place.**

Transportation and Travel Details

Airports that travelers will use and any restrictions for arrival or departure.

Visa or pre-travel registrations required for US citizens

Whether program leader(s) will **arrive early or leave late.**

Types of on-site transportation that will be used.

Budget

Download and complete the [Budget Worksheet](#) or report all expected program expenses in another spreadsheet. **Attach quotes, agreements, invoices** or other documents received from service providers.

Health and Safety

List any **health or safety concerns** that you are aware of in the host country and what specific actions Program Leaders will take to mitigate these risks. Report the current US Department of State **travel advisory level**.

Indicate whether participants will engage in any of the following activities as a part of the program itinerary: Automobile racing or speed contests; Bungee jumping; Jet, snow or water skiing; Mountain climbing requiring ropes or guides; Off-road motorcycling; Off-road motorized vehicle travel (vehicle not requiring licensing as a motor vehicle); Parasailing; Scuba diving; Sky diving; Spelunking' Surfing; White water rafting

Provide a short description of the **critical incident(s)** that took place the last time this program was offered and what action(s) were taken in response (if applicable).

List any special considerations for **LGBT+ travelers**.

List any special considerations for **travelers with disabilities**.

Enrollment Requirements

Report the **minimum and maximum** number of students you are willing to travel with.

If any **non-matriculated minors** (participants under the age of 18 who are not pursuing a degree at CSUSB) will enroll in this program, provide confirmation of Program Leader Youth Protections training; blank parent permission form(s); and program plan for addressing all university requirements and other applicable best practices for traveling with minors.

Indicate any **eligibility requirements** (prerequisites, class standing, major, minimum GPA, etc.). Standard eligibility is a 2.0 or higher GPA. Note that listing additional requirements will reduce your potential applicant pool. If none, write "N/A."

Indicate your **willingness to accept non-student participants**.

Recruitment and Marketing

Provide a short summary (3-5 sentences, ideally no more than 80 words, and maximum 500 characters) **of your intended program, appropriate for marketing your program and generating student interest.**

Provide any suggestions that you have for marketing your program.

If you have some available, **upload your own photos taken in the host country that we can use for marketing purposes.** Be sure that you have the rights / permission to share this image. You may send additional images to goabroad@csusb.edu.

For *Each* Program Leader

Confirm that you have **discussed this program** with your Chair or Supervisor and have their support for this program.

Confirm that offering this program will **not create an overload**, additional pay, or CBA issue.

Provide a **short explanation of your experience or expertise** related to the program destination and/or program objectives.

Have you previously taught the course(s) that you will teach in this program? *If no*, provide a short explanation of the expertise or experiences that qualify or have prepared you to teach this course. **If yes**, attach a copy of the syllabus from the last time you taught this course.

Upload a **photo** of you that can be used for program marketing purposes.

Upload a copy of your **passport information page**.

Disclose any conflicts of interest or plans to travel with dependents.