

FACULTY LED STUDY ABROAD PROGRAMS

What are Study Abroad Programs?

FACULTY LED STUDY ABROAD PROGRAMS are any single course or set of courses taught as a program that is taught outside of the U.S.

Depending upon the course/program the course is open to CSUDH students and at times, open to anyone who qualifies to take courses through Extended Education. CSUDH students receive course credit for these courses

What are the categories of courses offered?

- 1. Faculty-led short term study abroad courses are taught by CSUDH faculty through Open University during Winter or Spring Intercession, typically 2-4 week duration. It can also be taught during the summer session.
- 2. Faculty-led short term study abroad supplemental courses. These courses are taught as an “add-on” or supplement to a course taught during a regular semester.
- 3. Departments and Programs can develop semester long programs abroad where students may take 4-5 courses with one or more faculty. Such programs may include language instruction through an agreement with an institution abroad.

What are the responsibilities of a faculty member who teaches a study abroad course?

1. Faculty are responsible for obtaining the necessary approvals for the course and overseeing the recruitment efforts.
2. Working with the College of Extended and International Education to ensure all students complete all financial obligations and submit the necessary paperwork.
3. During the course, faculty must maintain daily contact with the students, be available for emergencies 24 hours/day, and contact CEIE if there is an emergency.

What should you consider when developing a course?

- You should have in-depth knowledge of and personal familiarity with the study abroad destination. Faculty should be able to provide information to students about local cultural norms and practices in addition to academic content. Ideally, the faculty member will have colleagues in the host country that can augment the program and provide students with local perspectives.

Creating a Faculty-led Program Proposal

1. Create a program description and include the following information:

- A. Course number, title, and units
- B. Provide the name of instructor, rank, department and College
- C. Provide instructor's contact information in the US and abroad
- D. Goals and objectives of course and how the course goals align with department and College's goals and objectives

1. State the session program will be offered
2. State location(s) of program
3. Dates of program
4. Collaborating faculty/institution of host country and contact information
5. State the number of students the course is designed to accommodate.

Steps to take 12-6 months prior to departure

1. Define the program goals and content, integrating any feedback from your department, College Dean, or Associate Dean of International Education.
 2. Create the course syllabus and establish learning objectives that address both disciplinary knowledge and intercultural competence. Identify the activities that will take place during the course.
 3. Meet with Associate Dean of International Education to determine feasibility and concept of program and to determine if Memorandum of Understanding will be required for this program.
 4. Submit a Faculty-led Short Term Abroad Proposal and a Special Sessions Course Proposal Form (if course will be offered through Extended Education) to your department chair and dean for approval and submit to the College of Extended and International Education (CEIE). CEIE will forward proposal to Provost and President for approval. The Associate Dean of International Education will inform you if your class has been approved.
 5. Finalize Memorandum of Understanding's terms of agreement to submit to the Chancellor's Office for review and approval, if applicable.
- Begin promoting and advertising course.

Steps to take 5 - 4 months before travel

1. Deadline for student enrollment in course should occur at least 2 months before travel.
2. All required travel forms should be distributed, signed and submitted to CEIE.
3. Work with Risk Management regarding mandatory travel insurance. Be sure to read the U.S. Department of State's travel advisories during the planning process.
4. Enroll in the State Department's Safe Traveler Enrollment Program (STEP).

5. Make arrangements for any payments that must go through Extended Education

Steps to take 60-30 days before travel

1. Attend Faculty or Staff training session for emergency response, student conduct code, communication from abroad, alcohol and drug policy, and disciplinary procedures, etc.

2. Conduct mandatory study abroad orientation sessions with students on safety, health, cultural adjustments, academic expectation, etc.

Confirm all required documents from students have been received and all liability tasks are completed.

3. Ensure emergency contact information is on file with CEIE and your department.

4. Ensure insurance and international ID cards have been secured for students and yourself.

5. Host country emergency contact information and resources have been shared with parents and students.

6. Conduct pre-departure class meetings or other program-related activities.

Steps to take 30 days after travel

- 1. Submit all travel expense claims and clear travel advances, if applicable.
- 2. Conduct a debriefing session with students and faculty regarding learning outcomes, pros and cons of course.