



# Faculty-Directed Program Proposal Application

## Deadlines for submission:

Spring and Summer Quarters: June 15

Fall and Winter Quarters: December 1

## Application Checklist:

*All supplementary documents are mandatory, except where noted, and must be submitted to complete the application.*

- Syllabus and Course Description (for each course proposed)
- Course-Related and Cross-Cultural Activities and Excursions Outline
- Budget (including quotes from vendors; *all budgets must be reviewed and approved by [Patrick Smith](#), OISP Fiscal Specialist*)
- Promotional Materials (optional)
- Curriculum Vitae (for Faculty Directors)

**NOTE: All signatures must be obtained prior to submitting your proposal. Proposals will not be reviewed until all portions of the application are received by Study Abroad and Exchange Programs.**

## Program Information

Primary faculty director:

Title:

Department:

Email:

Phone:

Mailstop:

Secondary faculty director:

Title:

Department:

Email:

Phone:

Mailstop:

Program name:

Course number(s):

Program location(s):

Program dates:

Which quarter(s):

Estimated quarter credits:

*\*Use attached Budget Template to complete the following fields*

**\*Program fee:**

**\*Projected number of students:**

**\*Program fee includes** (e.g., lodging, meals, airfare, etc.):

**\*Program fee does not include:**

\*Partner/Provider 1 (if applicable):

\*Application/program fee:

\*Fee includes:

\*Partner/Provider 2 (if applicable):

\*Application/program fee:

\*Fee includes:

\*Partner/Provider 3 (if applicable):

\*Application/program fee:

\*Fee includes:

\*Partner/Provider 4 (if applicable):

\*Application/program fee:

\*Fee includes:

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## Program Details

### Educational Objectives and Outcomes

Nature and purpose of the program: On a separate sheet of paper (Header: "Educational Objectives and Outcomes"), describe how this program supports/enhances the academic experience of the students and the curriculum of the academic unit(s). Program directors should work with the appropriate academic units to outline the educational objectives and outcomes of the course(s) offered abroad to assure compliance with the units' assessment procedures.

### Course Information

List all courses to be taught as part of this program below and indicate those which require approval for CWU credit. If the course number is not known, list anticipated level (e.g., 200, 300, etc.). Courses to be cross-listed should be listed separately for each department providing credit.

While in the past programs have used an INTL course designation, these are becoming increasingly disused and transitioning to standard course designations, such as ECON, ART or BIOL, for example. With this, faculty members proposing courses not currently in the university catalog may need to adhere to the university curriculum development process and deadlines. Faculty members should consult their chairs and deans

**Submit a detailed syllabus for each course that will be offered as part of the program.**

Syllabus is attached:  Yes  No

Dept.	Course #	Instructor	Contact hours	Course approval required?	Prerequisites?

Which requirements does this program/course satisfy? Please describe:

How does the program/location relate to course content? Please describe:

Are there other education abroad programs that would compete with courses offered or location?

Yes     No     Unsure

If yes, please explain:

How does this program align with the mission of your department or college? Please explain:

### Course-Related Activities and Excursions

On a separate sheet of paper (Header: "Course-Related Activities and Excursion"), describe activities and excursions related to the course(s); include location(s) and duration(s).

### Activities Designed for Cross-Cultural Experience

On a separate sheet of paper (Header: "Activities Designed for Cross-Cultural Experiences"), describe activities or aspects of the program that will provide students the opportunity to engage and interact with people from the host country to learn about the culture and history of the host country/city. This may include homestays, intercultural excursions, or events planned for local and CWU students. These experiences are not necessarily connected to the academic offerings of the program, but can be experiences designed to help students take advantage of learning that happens outside of the classroom.

***Please use the Course-Related and Cross-Cultural Activities and Excursions Outline to list and describe course-related activities and excursions and activities designed for cross-cultural experience. Include date/time, location, activity and learning outcome, experiential hours, classroom/lecture contact hours, and learning objectives addressed.***

Course-Related and Cross-Cultural Activities and Excursions Outline is attached:     Yes     No

### Language Preparation

If the program is situated in a non-English speaking country, please indicate on a separate sheet of paper (Header: "Language Preparation") how or if students will be prepared with basic language skills prior to their departure and/or onsite. Ideally, students should receive some sort of an orientation to basic vocabulary in the language of the host country in order to greet people, purchase food, utilize transportation, and handle emergencies.

### Program Affiliations

If applicable, on a separate sheet of paper (Header: "Program Affiliations"), provide a brief description of the partner/provider/institution/agency with which the program may be affiliated, including a brief history, academic programs, and if they are reputable. Please provide the name, contact information, and responsibilities of this organization for your program.

### Program Budget

Your budget should reflect all of the expenses to be incurred and income generated by the program, in order to insure it is financially viable. Quotes from program providers must accompany your budget. Consult with SAEP for assistance in planning your budget.

***Please use the Budget Template to create the budget for your program. Do not create your own template.***

Budget draft is attached (include quotes from vendors):     Yes     No

### Marketing and Promotion

On a separate sheet of paper (Header: "Marketing and Promotion"), address the following two questions:

- What is the intended target audience of this program? (e.g., majors only, third or fourth year students, open to all, etc.)
- Do you plan to recruit non-CWU students? If yes, through which avenues?

**Attach copies of any promotional materials you have developed.**

Promotional materials are attached:  Yes  No

### **Faculty Director Information**

On a separate sheet of paper (Header: "Faculty Director Information"), address the following items:

- Do you have experience teaching U.S. students in a foreign setting, or other analogous experiences? If yes, please describe.
- Describe your experience of familiarity with the proposed program location.
- Describe your familiarity with the culture and proficiency in the language(s) of the proposed program location(s).
- Describe how the course(s) you will teach in this program draw upon your own area(s) of expertise.

Have you previously led a CWU faculty-directed program?  Yes  No

If yes, attach: 1) all student evaluations, 2) summary of student evaluations, 3) faculty director report, and 4) review of program finances.

**Please attach the Curriculum Vitae of the Faculty Director(s) to this application.**

CV is attached:  Yes  No

Will you be conducting research, with or without student involvement, during the course of this program?  Yes  No

### **Health and Safety**

Study Abroad and Exchange Programs seeks to ensure the highest level of health and safety for every education abroad participant. As Faculty Director, you are responsible for students' physical and mental wellbeing.

On a separate sheet of paper (Header: "Health and Safety"), please address the following two items:

- Describe concerns or perceived threats to students' health and safety while participating on this program.
  - Describe how the program will address and mitigate these risks
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## **Faculty Director Role and Responsibilities**

### **Faculty Director's Role**

There are several dimensions of the Faculty Director's role. In addition to curriculum development, teaching, grading, and academic monitoring, Faculty Directors assume the roles of administrators, budget managers, recruiters, travel logistics coordinators, cultural guides, counselors, onsite student services coordinators, and risk managers. In supporting students, Faculty Directors are responsible for students' social lives, group dynamics, mental and physical health, safety, and alcohol use. The role of Faculty Director is diverse, intensive, challenging, and highly rewarding. It is demanding of a faculty member's time and energy during the planning and preparation stages, and while abroad.

### **Duties and Responsibilities**

As Faculty Director, you are responsible for the following:

- **Academic Content:** Faculty Directors are responsible for the curriculum, syllabus, book orders and printing, classrooms, lectures, and other academic components of the program.
- **Travel and Logistical Arrangement:** All travel and logistical arrangements will be finalized with the assistance of Study Abroad and Exchange Programs, a program provider, or onsite coordinator. It is your responsibility to be involved in all planning of these arrangements.
- **Budget:** You must provide detailed budget figures for all academic and travel expenses. Study Abroad and Exchange Programs will assist you in creating a final budget and creating the final cost to each student.
- **Marketing and Recruitment:** Program-specific marketing and the recruitment of students is one of your primary responsibilities. Study Abroad and Exchange Programs itself will only publish brief descriptions of the program and assist with general marketing for all faculty-directed programs. You are responsible for developing a course description, which should incorporate brief narra-

tives of the academic course, program structure, as well as prerequisites, degree requirements, housing and meals, and any physical demands students must meet to participate in the program. You should expect to promote your program to students and your peers, to visit classes, and create printed and e-publications as needed.

- **Enrollment:** Study Abroad and Exchange Programs will coordinate the student enrollment process with your assistance. All students are required to submit an application and acceptance paperwork by the dates specified by Study Abroad and Exchange Programs, the Faculty Director, or program provider. You will select students based on eligibility requirements, the application, and other resources you see fit.
- **Pre-Departure and Onsite Orientation:** Study Abroad and Exchange Programs will conduct a general pre-departure orientation for all education abroad participants; however, Faculty Directors are responsible for conducting at least one program-specific pre-departure orientation and an onsite orientation to review health, safety, and security concerns, relevant aspects of host country culture, and site-specific information.

\_\_\_\_\_ *Please initial*

### **General Supervision of Students**

You will supervise and direct students in the academic and intercultural goals of the program. You are the primary adult responsible for the supervision and welfare of the students participating in the program. Among other things, you are responsible for supervising and monitoring each student's conformation to university and other applicable policies, rules, regulations, and standards of conduct. You should be familiar with the disciplinary rights and procedures that are contained in the Student Policy Handbook.

\_\_\_\_\_ *Please initial*

### **Faculty Director Behavior**

This program is an extension of your university work and should be viewed as such. Adhere to University policies. Under **no** circumstance should you behave in an inappropriate manner. Remember that you are the supervisor and with that comes grave responsibility. You cannot tend to these responsibilities if you are in an unfit state of mind. As Faculty Director, it is your responsibility to ensure your students' safety. Students will not feel safe if you are behaving inappropriately. Be aware of how you present yourself to your students. You are expected to be on-call at all times during the entire program.

\_\_\_\_\_ *Please initial*

### **Collaboration with Study Abroad and Exchange Programs**

You must work in collaboration with Study Abroad and Exchange Programs staff to deliver the highest quality program. Because there are individual, as well as share responsibilities, you and study abroad staff must plan to communicate and meet regularly.

\_\_\_\_\_ *Please initial*

### **Pre-Departure and Onsite Orientations**

Because this program will be an intense group experience, whose success depends on positive group dynamics and clear expectations, you are required to schedule at least one pre-departure orientation with your student participants. Study Abroad and Exchange Programs will provide you with general education abroad information. It is strongly encouraged that you prepare something to share with the students regarding the program's location, culture, and customs.

Your program must have an onsite orientation, conducted within two days after your arrival, and you are expected to plan frequent times during the program for students to process and reflect on their intercultural experiences.

\_\_\_\_\_ *Please initial*

### **Cancellation of Program**

Central Washington University reserves the right to discontinue this program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of this program are travel warnings and advisories from the U.S. Department of State and insufficient enrollment. If this program does not reach minimum enrollment by the final application deadline, it will be cancelled.

\_\_\_\_\_ *Please initial*

**Withdrawal of Director Position**

It is expected that you will not withdrawal from the position of Faculty Director for the program except in an emergency. If it is impossible for you to serve as Faculty Director, you must immediately notify Study Abroad and Exchange Programs in writing. Depending on the withdrawal date, the program may be cancelled or a replacement Faculty Director obtained.

\_\_\_\_\_ *Please initial*

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**Acceptance**

The staff of Study Abroad and Exchange Programs looks forward to working with you over the next several months to make your program a success. Thank you for your support of international education. We appreciate your initiative to internationalize Central Washington University.

*I have read, understand, and agree to adhere to the expectations and responsibilities outlined above. I understand that my role as Faculty Director is critical to the success of this program.*

\_\_\_\_\_ *Primary Faculty Director's Signature*

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

\_\_\_\_\_ *Secondary Faculty Director's Signature*

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

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**Approvals**

*I have read the program application and I agree that the proposed faculty is an appropriate choice to lead this program, given the criteria outlined in this proposal. I agree to the Faculty Director's absence from campus for the duration of the program, if applicable. I attest that the course proposed herein, conforms to the established curricular standards of the department.*

\_\_\_\_\_ *Department Chair's Signature*

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

*By signing, I acknowledge that I have reviewed the attached faculty-directed program proposal and approve of the program's curriculum content, faculty participation, and terms of cancellation and modification of the program outlined above. I attest that the proposed course(s) conforms to the established curricular standards of the department or college.*

\_\_\_\_\_ *Dean of College's Signature*

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

**Submission**

Please return entire application and supplemental materials to:  
**Study Abroad and Exchange Programs, MS 7407**