



Faculty-Directed Program Renewal Application

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 description(s)
- Budget (including quotes from vendors; all budgets must be reviewed and approved by [Patrick Smith](#), OISP Fiscal Specialist)
- Student evaluations (if available)

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.

Important

This renewal application is valid only if there are no significant changes to the structure or content of the program (e.g., no changes to course, itinerary, budget, location, syllabus, etc.) and if there has been no gap in offering the program. If such changes have been made or if there has been a gap in offering the program, the full program proposal application is required.

I verify that no significant changes to program structure or content have been made and no gap in offering the program has occurred, thus qualifying the use of this renewal application.

Primary Faculty Director's Signature

Date

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*

See proposed budget for:

- Program fee
 - Projected number of students
 - Services included in program fee
 - Additional student costs not included in program fee
 - Contractors/service providers and their fees
-

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

Student Evaluations

Please attach student evaluations from previous year(s).

Student Evaluations are attached: 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 narratives 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. If this is your first experience serving as Faculty Director, you will receive the Handbook for Faculty-Directed Education Abroad Programs that will assist you in preparation to direct this program.

_____ *Please initial*

Faculty Director Preparation

You will be provided with the Faculty-Directed Programs On-Site Handbook; please read this extensively in order to best prepare for directing your program. Included in this handbook are procedures to handle emergencies and crises. Please familiarize yourself with these materials in the event of an overseas emergency.

_____ *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*

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

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