STUDY ABROAD/AYAWAY PROGRAM PROPOSAL
Faculty and Staff Toolkit – Program Content and Logistics

APPLICANT INFORMATION

NAME: __________________________ TITLE: __________________________________________

DEPT.: __________________________ COLLEGE: _____________________________________

EMAIL: ______________________________________________  EXT.: ____________________

TITLE: ______________________________ SUBJ: ________#: _______ NO. OF UNITS: __

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PROPOSED PROGRAM INFORMATION

On a separate page, please provide the following information:

• Tentative Program Dates - **EIP requires the following date information:**
  o Pre-Departure Orientation Dates (start/end times and location, if known)
  o Pre- and Post-Travel On-Campus Meetings (start/end times and location, if known)
  o Travel Start and End Dates
  o Final Submission Deadline for Related Classwork

• Program Location(s) – City, Country

• Partnerships or organizations that will support program development and implementation, if known.
  o Has CSUF worked with this partner previously? If so, please provide more information.
  o Attach the program proposal from the proposed partner, if available.

• Is the program location in a country or region considered High-Hazard, according to the CSURMA list, or is the program location in a country or region assigned a travel advisory threat level of 3 or higher, according the U.S. State Department? If so, please describe your experience traveling under these circumstance and any precautionary measures you or will implement to address security concerns.

• If applicable, how will you adapt course content to incorporate the program location?

• Outline as applicable the relationship between the affiliated course and time to degree/degree completion.

• A draft itinerary, which provides details about pre-trip class meetings, class meetings abroad, site visits abroad, and post-trip class meetings.

• Your relevant experience to leading a program abroad away (linguistic, travel, research, etc.

• Your experience outside of the classroom supporting student experiential learning, research, and travel.

• How will this program content and logistics integrate inclusion and diversity?

• Your program recruitment plan outline.

*Updated 5.10.2022_SM*
APPROVAL OF DEPARTMENT STUDY ABROAD/AWAY PROGRAM PROPOSAL – CONTENT AND LOGISTICS

Note – In addition to this proposal, faculty and staff must follow their respective department and/or college processes for submission of study abroad/away proposals and approval in advance of requesting approval for the EIP form.

1. Department Chair Approval
   
   o I have read the study abroad/away proposal and discussed the program content and logistics with the Faculty / Staff (circle) member(s).
   
   o I agree that the Faculty/ Staff (circle one) member(s) is/are prepared and qualified to lead a student group in the proposed program location(s) according to the information provided.
   
   o I approve the offering of this course abroad.

   ______________________________________  ______________________________________  ________________
   Dept. Chair Signature                              Dept. Chair Name (print)                                Date

2. College Dean Approval
   
   o I approve the Department Chair’s recommendation.

   ______________________________________  ______________________________________  ________________
   College Dean/Assoc. Dean Signature  College Dean/Assoc. Dean Name (print)  Date