

# STUDY ABROAD/AWAY 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:**
  - Pre-Departure Orientation Dates (start/end times and location, if known)
  - Pre- and Post-Travel On-Campus Meetings (start/end times and location, if known)
  - Travel Start and End Dates
  - Final Submission Deadline for Related Classwork
- Program Location(s) – City, Country
- Partnerships or organizations that will support program development and implementation, if known.
  - Has CSUF worked with this partner previously? If so, please provide more information.
  - 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.

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## **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

- I have read the study abroad/away proposal and discussed the program content and logistics with the Faculty / Staff (circle) member(s).
- 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.
- I approve the offering of this course abroad.

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Dept. Chair Signature

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Dept. Chair Name (print)

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Date

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### 2. College Dean Approval

- I approve the Department Chair's recommendation.

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College Dean/Assoc. Dean Signature

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College Dean/Assoc. Dean Name (print)

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Date

Shari Merrill: [smerrill@fullerton.edu](mailto:smerrill@fullerton.edu)

Study Abroad and Global Engagement, Global Titans Center  
Extension & International Programs

*Updated 5.10.2022\_SM*