Office of International Programs
Request for Proposals
Faculty Led Study Abroad Programs

Proposals are due **February 29, 2016** for
Programs Taking Place **Winter 2017 – Fall 2017**
Notifications will occur beginning **April 1, 2016**

*Apply now*

*Contact OIP if you are unsure about your ability to meet deadlines.*

Faculty-led study abroad programs are an integral part of SDSU’s strategic goal to increase the number of students with an international experience. To comply with CSU/SDSU requirements and to ensure program success for faculty and students, all faculty-led programs (FLPs) must be approved by the Office of International Programs (OIP).

The following are considered to be faculty-led programs:

- Credit bearing programs run through the **College of Extended Studies (CES) Faculty-Led Study Abroad Department (CES-FLP).**
- Short-term programs at institutions located outside the U.S. that are led or designed by a faculty or staff member.
- Programs such as service learning, research, field work, performances, and/or workshops led by an SDSU faculty or staff member.

If you are accompanying, sending, or otherwise facilitating an international experience involving students and are unsure if you should apply through this process, please contact OIP.

**All programs must be developed in accordance with CSU and SDSU guidelines. Faculty leaders may not select program providers or negotiate student program expenses on their own.**

Proposals will be evaluated with input from department heads, College Deans, CES Office of Faculty-Led Programs, and the Education Abroad Office. All courses must be approved by the department before final approval can be given. Therefore we urge applicants to discuss their proposal with their chair or director early in the process.

PSFA faculty members must contact Giancarlo Taylor gtaylor@mail.sdsu.edu prior to submitting a proposal.
CBA faculty members must contact Teresa Donahue tdonahue@mail.sdsu.edu prior to submitting a proposal.

For assistance program directors may wish to contact their college representative, CES-FLP, or OIP.

College of Arts and Letters: Melissa Bolthouse mbolthouse@mail.sdsu.edu
College of Education: Sarah Maheronnaghsh smaheron@mail.sdsu.edu
College of Engineering: Donovan Geiger dgeiger@mail.sdsu.edu
Division of Undergraduate Studies & Honors College: Chris Kjonaas ckjonaas@mail.sdsu.edu
College of Sciences: Maureen Crawford mcrawford@mail.sdsu.edu
Proposal Instructions:

1. Programs involving more than one faculty or staff member should apply on a single proposal.
2. Complete proposals consist of the online form, syllabus and draft itinerary or list of proposed co-curricular activities.
3. After completing the online form, email a copy of your syllabus and draft itinerary or list of proposed co-curricular activities to oip@mail.sdsu.edu with a subject line that begins with "FLP (SEMESTER ‘17) followed by the destination country or countries. Ex. FLP Summer ‘17 France

Additional information regarding program development is available on the OIP website.

Faculty Travel Grants

Faculty applying through this process will no longer need to submit a separate request for OIP travel funds. Approved programs will receive assistance with travel expenses within budgetary resources available. To be successful, most programs run through the College of Extended Studies require a minimum of 15 participants. Programs that meet this requirement will have guaranteed travel funding for one instructor. Exceptions to the enrollment requirement may be granted to programs that are limited due to field restrictions or other circumstances. If this applies to your program you will be able to request an exception. Programs that enroll more than 20 students may be eligible to receive supplemental travel funding for a second instructor or assistant. Programs that enroll fewer than 15 students may be eligible for partial funding through OIP.

Mandatory Program Leader Training

All faculty and staff accompanying students out of the country will be required, prior to departure, to attend a study abroad program leader training session. The two-hour long program meets CSU requirements and will cover the following topics to assist faculty members in leading successful programs abroad:

- SDSU Emergency Response and Communication Plan
- In-country communication plan
- University policies on student conduct while abroad
- Health and safety information
- Program director’s role and responsibilities
- How to design a pre-departure orientation for your students
- Liability issues
- SDSU Risk Management and Travel Procedures

Additional trainings and information sessions will be provided throughout the year and will cover program development, marketing and recruitment strategies.

Training dates are available on the OIP website.

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i Funding will be provided for reimbursable travel expenses as stated on the OIP website.

ii Contact OIP for more information.