

(Continuing and Global Education Use Only)



Continuing and Global Education

FACULTY-LED SHORT-TERM INTERNATIONAL TRAVEL STUDY PROGRAM PROPOSAL FORM

(Complete all three pages)

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Form with checkboxes for Summer, Winter, Spring, Year, Class No., Class Section, Event ID, Tuition Fee, and Course Fee.

Note: Refer to the Faculty Handbook for detailed information on the deadlines for submission, approval process and instructions on how to complete the proposal. The Handbook can be found at: http://www.fresnostate.edu/cge/documents/FacultyHandbook.pdf

Program Title, Catalog Course Title, Comprehensive Course Dates, On-Campus Course Dates, Host Country and City Location(s), Deadline for Students to Apply for the Program, Program Pre-Requisites.

Enrollment Minimum, Maximum, Classnotes, Topics courses only: Grading Method (check one): Mixed, Letter Only, Credit/No-Credit Only.

Will this class be team taught? Faculty Leader Information: Instructor's Name, Highest Degree Held, Home Address, Fresno State ID, Telephone, Campus Department, Financial Eligibility, Foundation or Auxiliary Sources, Other Stipends, Any Other State of California Compensation? FOR OFFICIAL USE ONLY - TO BE COMPLETED BY DEPARTMENT STAFF.

Is this your first time signing up with California State University, Fresno Payroll Services? Instructor #2 Information: Instructor's Name, Highest Degree Held, Home Address, Fresno State ID, Telephone, Campus Department, Financial Eligibility, Foundation or Auxiliary Sources, Other Stipends, Any Other State of California Compensation? FOR OFFICIAL USE ONLY - TO BE COMPLETED BY DEPARTMENT STAFF.

PROGRAM PROMOTION

Course Description for Promotional Materials (One Paragraph):

Target Audience:

How does the program fit into the department's or school/college's strategic plan with regard to efforts to promote internationalization of the campus and the curriculum?

Describe the depth, quality, and uniqueness of the proposed project.

Provide examples of how Fresno State students will benefit from this trip (i.e., increased internationally related knowledge, awareness and competencies.)

ADDITIONAL MATERIALS TO INCLUDE WITH PROGRAM PROPOSAL FORM

Supplemental Information :

Name any other organizations, schools, or government institutions involved in this study tour.

Describe school, grant or other funding applied for/awarded to this study tour:

Describe your planned risk management and emergency evacuation procedures.

What health and safety considerations have you accommodated?

How will your class location, excursions, transportation affect accessibility issues and how will you accommodate student needs?

Describe your selection process for transportation providers.

Describe your housing location and selection process (housing security, host family screening process, etc.).

Describe the facilities available for research and teaching at the instructional location.

Provide information regarding non-student participants going on the study tour (family, other staff, etc.).

Initials:_____ I have completed and/or included the above supplemental information with this proposal.

NOTE TO FACULTY LEADER(S) AND ADDITIONAL FACULTY/STAFF LEADER(S)

Initials:_____ I understand that international travel is not permitted to any country on the U.S. State Department's Travel Warning list or the Chancellor's Office high hazard list without approval of the Chancellor. It is the policy of CGE not to support Faculty Led International Travel Study Programs to any such countries.

Initials:_____ Prior to submitting the proposal, I read and understand the proposal instructions that include information on deadlines for submission, approval process, proposal instructions, etc.

Attach the following items to this proposal:

- Course Syllabus
- Detailed Daily Itinerary
- Names and Contact Information for Third Party Providers/Travel Agents
- Faculty and Student Budgets (Use Form in Faculty Handbook)
- Documented Price Quotes from Vendors

Initials:_____ If this proposal is accepted and the trip materializes, I agree to submit a two-page evaluation report that summarizes the outcome of the project, within 30 days of its conclusion to: Division of Continuing and Global Education. Faculty remuneration will only be released upon completion and approval of the report. Faculty will be required to make a presentation about their trip during International Education Week.

NOTE TO ACADEMIC DEPARTMENT AND SCHOOL/COLLEGE

It is expected that the academic department and school/college be prepared to provide a replacement Faculty Leader if the original Faculty Leader is unable to lead the program for any reason.

APPROVAL SIGNATURES

Faculty Leader: _____ Date: _____

Instructor #2: _____ Date: _____

Approved by Department Chair: _____ Date: _____

Approved by Dean of School/College _____ Date: _____

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Date Proposal Received: _____	
Coordinator _____	Date: _____
Manager of Finance & Administration _____	Date: _____
AVP Int'l Affairs _____	Date: _____