



Faculty-Led Study Abroad Program Initial Proposal Form

Name of person submitting application:		Date:	
Applicant Title:		Campus Phone:	
Campus Address:		Cell Phone:	
Department:		Email:	

Instructions

The purpose of this form is facilitate an initial discussion with your Department and School about your program concept, both to confirm their interest in supporting the program and to identify issues to address in your full proposal. Please briefly summarize your proposed course below and, after discussing the idea with your chair and dean, ask them to review and, if they agree with your concept, sign the form. Please submit your completed form to Keith Davis, Director of the Center for Global Education and Engagement, who will contact you to discuss the curriculum review process and the development of your full proposal, which will be reviewed by the CGEE, Deans, and SUNY System.

Program Name:

Program Location(s):

Sponsoring Department:

Faculty Leader:

Additional Faculty/Staff:

Proposed course offered (Fall, Fall/Winter travel, Winter, Spring/Spring Break, Spring/Summer travel, Summer) and how often (every 1, 2, 3 years):

Proposed course number (e.g., Will this be equivalent to an existing course?)

Proposed number of course credits (12.5 *instructional* contact hours per credit): _____



I. Course Description

Please briefly describe the course.

II. Educational Objectives and Outcomes

Please briefly describe the educational objectives and anticipated outcomes of the course(s) to be offered.

III. Program Itinerary

Please provide a brief overview of the program itinerary, including possible locations and sites you will visit, activities, and a general outline of each day of the trip. It is not necessary to indicate exact dates or activities at this point.

IV. Activities designed for cross-cultural experiences

Briefly describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history and culture of the host country or city (e.g., home stays, school visits, host student mentors, etc.).

V. Program Viability and Student Demand

The viability of a program requires sufficient student interest and demand. Beyond locating the program in a compelling location with appealing academic and co-curricular activities, student interest is most effectively fostered by linking the course or program to students' curricular requirements, such as General Education, major, minor, concentration, or, as in the case of student teaching, licensing requirements. The frequency of offering the course can also influence the success of a program. Please describe how the design of your proposed program will fit students' academic needs, fulfill curricular requirements, and otherwise attract a sufficient number of students in specific majors, College-wide, or from across the SUNY system and beyond. Be as specific as possible, and include in your description the number of students you estimate will enroll and the frequency with which you will offer the course

VI. Program Staffing

The safety and security of participants, faculty and support volunteers is of the highest importance to The College at Brockport. This is why faculty-led programs must be supported by qualified and committed leaders and support volunteers. The CGEE requires faculty leaders to be



accompanied by at least one other faculty, staff or support volunteer to assist with on-site administration, including misconduct and emergencies—a constant responsibility above and beyond course instruction. It is recommended that any support volunteer should have a preexisting connection to The College at Brockport (e.g., alum, employee, booster). At a minimum, volunteers must hold a bachelor's degree. Undergraduate students are not eligible, but a well-trusted graduate student may be considered to serve as a program volunteer. In some cases, if a representative from an established Brockport partner is willing and able to provide dedicated on-site support, particularly in case of an emergency, they can stand in as a co-leader.

To be considered as a support volunteer, the applicant must complete the Study Abroad Program Volunteer Agreement as early as possible in the process. If they are approved by The College at Brockport's Human Resource Office to serve as a program volunteer, select program-related expenses may be covered by The Center for Global Education and Engagement. The terms and conditions to serve as a program volunteer are outlined in the Study Abroad Program Volunteer Agreement.

The Center for Global Education and Engagement has the right to make the final decision about who can serve as a support volunteer, whether or not they are approved by the Human Resource Office.

VII. Risk Management

Please note any known political, health, or safety concerns in the host country, if applicable, and how they would be addressed. Please also describe your expected mode of transportation in the host country. (Please note: faculty or staff are prohibited from driving students.)

Proposal Application deadlines:

Developing a faculty-led course requires at least 12 months for approval, planning, preparation, and promotion. Additional time will be required if this a new course, requiring Curriculum review. In order to be approved to operate an overseas program you must submit the full proposal one year prior to the start of your proposed program start date.

Department/School Approval and Support

Department Chair:

Name

Signature

Date

Dean:

Name

Signature

Date



Please submit your completed Statement of Interest to Interim Director for the CGEE, Keith Davis at kdavis@brockport.edu

CGEE Received Date: _____ Initials: __