GUIDELINES FOR FACULTY-LED STUDY ABROAD PROGRAMS

Policy Id:
FSR.010 – Guidelines for Faculty-led Study Abroad Programs

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Last Modified:
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Successful study abroad programs require careful planning. That planning begins far in advance of the actual operation of the program. As well, sufficient lead time is a crucial factor in the recruitment of participants and pre-departure orientation. Therefore, the Committee on International Programs requests proposals for faculty-led study abroad programs by 15 September for summer programs or by 15 March for winter programs.

The Office of International Studies & Programs is glad to answer any questions you may have about the proposal process and to assist you in developing and drafting a proposal.

A study abroad program proposal must include the following:

A. Proposal Coversheet, which includes
   1. Title of the program
   2. Name of the faculty director
   3. Academic term or break and approximate duration of the proposed program
   4. Program site
   5. Signature of the proposer’s department chair and, where appropriate, the program coordinator.

B. Academic purpose of the program, which includes a rationale for the overseas location of the program and a description of the way(s) the program will complement and/or supplement the on-campus curriculum. If the program proposes a new course, please describe the learning objectives of the experience.

C. Brief description of the academic program, which, where appropriate, includes
   1. Course(s) and general teaching times
   2. Field trips and their relation to course(s) or academic purpose of program
   3. Guest lecturers
   4. Institutional affiliation
   5. Classroom/academic facilities (e.g. library, computers, etc)
   6. Special projects

D. Profile of desired participants; e.g. class year, major or minor, etc.

E. Prerequisite courses, skills or abilities; e.g. language ability, lab experience, etc.

F. Type of credit students will receive.
G. Brief description of pre-departure preparation/orientation.

H. Brief description of any follow-up activities building on the experience on return.

I. Proposed budget. (See attached budget form.)

The proposal should first be submitted to the proposer’s department chair and, where appropriate, the program coordinator. The Committee on International Programs will review submitted proposals and will invite the faculty member to a Committee meeting to discuss it. Revisions to the proposal may grow out of this process. On completion of the review, the Committee will forward proposals for undergraduate programs to the Dean of Undergraduate Studies for review and appropriate action; proposals for graduate programs will be forwarded to the Dean of Graduate Studies for review and appropriate action.

The Office of International Studies & Programs will be glad to assist you with any questions you might have about a proposal or budget.