CLASS Approval Process for Faculty-Led, Study Away and Study Abroad Programs, Intersession 2020/21 & Summer 2021

For study-abroad coursework and programs led by CLASS faculty seeking approval to be offered during intersession 2020/21 or summer AY 2021.

Proposal due date: February 12, 2020

BACKGROUND

Summer 2015 academic term saw a study-abroad program piloted and led by a CLASS faculty member with experience in leading study-abroad programs. Since then, CLASS has mounted successful study abroad programs in summer 2016 (UK and Brazil), 2017 (Cuba), and 2018 (Brazil and UK). University Extension has expanded this program to include study-away programs (travel within the U.S.). Study away programs may take place during intersession or summer. Study-abroad will remain a summer program only. In collaboration with University Extension, the College will accept proposals for study-away and study-abroad for 2020/21 intersession and summer 2021.

The following outlines the process Department Chairs, on behalf of either their faculty or themselves, must undertake in order to have a study-abroad program and its associated coursework considered for approval by the College and University Extension for intersession 2020/21 and summer 2021 term.

There are two components to the approval process for this pilot: curricular approval via CLASS and program approval via University Extension.

Course Approval Through CLASS

Study abroad proposals must use courses that already exist in the catalog. Department chairs must submit the following on behalf of faculty in their departments:

• A short proposal (1-2 pp) that explains why the chosen country and courses are an appropriate match for the study abroad program. This proposal must also address the course’s potential and means for attracting significant enrollments (e.g. does it satisfy GE requirements or do majors require it). The proposal must also address the faculty member’s history of experience with the host country and identify resources in the host country that the faculty member has for ensuring success (e.g. connections with host universities, or housing providers). Finally, the faculty lead must identify a second CSUEB employee (faculty or staff) who will accompany them on the trip.

• A syllabus that specifies the dates and apportionment of class time per day devoted to direct instruction. This requirement is in place in order to verify the total class time required by the course classification system and total student work required by the
official definition of a credit-hour as defined in the catalog.

Please note that the use of special registration petition coursework in study abroad coursework will not be authorized. Also note that proposals must clearly identify all faculty and staff who will take part in the study abroad experience. Once a proposal has been approved, no substitutions or changes to this list of faculty and staff will be permitted.

For questions specifically about the curricular approval process, contact Interim Associate Dean, Sarah Nielsen (sarah.nielsen@csueastbay.edu)

Program Approval by University Extension
Program approval refers to approval of the non-curricular programmatic and logistical components of the study abroad program. This includes, but is not limited to: travel, accommodations, insurance, risk, and other items that require vetting in order to ensure compliance with University policies and procedures associated with the activities put forth in the program. Once Department Chairs have submitted coursework for curricular approval, they may start the process for program approval via University Extension.

For specifics regarding the University Extension process for obtaining faculty-led study abroad program approval, please contact Balvinder Kumar, Director of Academic and Special Programs (balvinder.kumar@csueastbay.edu).

Selection of Programs to be Offered in Intersession 2020/21 and Summer AY 2021
Curricular approval and program approval must be achieved before the program is considered for scheduling during winter intersession 2020/21 or summer 2021. As interest is great, this is expected to be a competitive process, and will be coordinated by the College Dean and the Associate Vice President of University Extension. In an effort to afford a variety of opportunities for faculty and students, it is hoped that this opportunity will rotate through a variety of programs, geographic locations, and faculty leaders.

Requests for offering a program during intersession 2020/21 or summer 2021 must be submitted by the Department Chair to the Office of the Dean no later than #####. No program may be advertised to students until approved to be offered by the Dean and by University Extension.

Questions
For general questions regarding this document, please contact Interim Associate Dean Nielsen (sarah.nielsen@csueastbay.edu)

8/1/2019, P.J.