



Academic Year 2019-20

CLASS Approval Process for Faculty-Led, Study Abroad Programs, Summer 2020

For study-abroad coursework and programs led by CLASS faculty seeking approval to be offered during the summer 2020 academic term.

Proposal due date: Monday, 11/4/19

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). In collaboration with University Extension, the College has decided to accept proposals for study-abroad for the summer 2020 term.

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 the summer 2020 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 must be submitted that specifies the dates and apportionment of class time per day devoted to direct instruction. This requirement is in place in order to clearly 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, housing, 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 study-abroad program approval, please contact Kelly Moran, Director of the Center for International Education (Kelly.moran@csueastbay.edu).

Selection of Programs to be Offered in Summer 2020

Curricular approval and program approval must be achieved before the program is considered for scheduling during summer 2020. 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 in 2020 must be **submitted by the Department Chair** to the Office of the Dean no later than Monday, 11/4/19. No program may be advertised to students until approved to be offered in summer 2020 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.