

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Division of Academic Affairs

Approval of Short-Term Study Abroad Course

Term course will be offered: Fall \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ 20\_\_

Course # \_\_\_\_\_ Course Title \_\_\_\_\_ No. of Units \_\_\_\_\_

Faculty Proposing Course \_\_\_\_\_ Department: \_\_\_\_\_

Faculty ID # \_\_\_\_\_ Faculty Rank \_\_\_\_\_ Faculty e-mail \_\_\_\_\_

Travel Location(s) \_\_\_\_\_ Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_

Proposed Minimum Enrollment \_\_\_\_\_ Proposed Maximum Enrollment \_\_\_\_\_

CPIE will collect: Course Tuition \_\_\_\_ Travel Insurance \_\_\_\_ Travel Deposit \_\_\_\_

Grading Method: Letter Grade \_\_\_\_ CR/NC \_\_\_\_ Student Option \_\_\_\_

I am willing to accept participants who are non-CSULB students \_\_\_\_ Yes \_\_\_\_ No

Faculty Application for Short-Term Study Abroad

Please respond to the following items in a separate sheet of paper:

1. How will the content of the course you plan to teach be related to the study abroad destination?
2. What is your own linguistic, cultural, or academic experience with the study abroad destination? (**Please attach a brief current CV.**)
3. Will you be traveling to a destination(s) on the U.S. State Department travel warning list?  
If so, please describe your previous experience with traveling to this country and what safety precautions you have implemented to address additional security concerns.
4. How will student learning outcomes be met in this format? (List the course-level student learning outcomes and be explicit about how they will be met. For example, use active terms like “**students will describe, analyze, evaluate, compare and contrast,**” etc., that would specify how the mastery of skills would be demonstrated.)
  - Attach a **draft course syllabus**, as modified for study abroad, **and a draft itinerary**. The syllabus must list the learning outcomes.
  - If this is a Service Learning course, list the learning objectives that specifically apply to the service learning component and describe how they will be met at the study abroad location.
5. What is your plan to meet the 45 hour minimum requirement for a 3-unit course? (For courses being offered exclusively off-campus during Winter or Summer Session, two hours of field trips or site visits counts for one hour of class time, unless you will be lecturing during the field trip or site visit.)

Pre-travel class sessions = \_\_\_\_\_ hours  
 Class lectures abroad = \_\_\_\_\_ hours  
 Field trips/site visits abroad (divided by 2) = \_\_\_\_\_ hours  
 TOTAL = \_\_\_\_\_ hours

6. Will your travel arrangements (e.g., accommodations, meals, excursions, airfare) be managed by an independent provider (e.g., AIFS, CEA, ETA, SAI), a foreign university, or a travel agent? Please explain.

Are you receiving additional funding or support for this class? From what source? In what amount? [**N.B., Short-term, study abroad summer or winter session courses are not eligible for IRA funding.**]

7. Are you teaching any summer/winter session courses in addition to your short-term study abroad course? If so, how many units?

Carefully read and check each of the three boxes below:

- I agree to conduct at least one pre-departure meeting, in coordination with Education Abroad staff, to cover Safety and Risk Management issues and required CSU forms.
- I understand the short-term study student feedback process is mandatory and agree to participate.
- If applicable, I certify that any for-credit foreign language options in conjunction with this program will be approved by the relevant academic department.

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Faculty Name (print)

\_\_\_\_\_  
Date

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**Approval of Short-Term Study Abroad**

**Signature Page**

1. Department Chair Approval

- I have read the Faculty Application and discussed the course offering with the faculty member.
- I certify that the course of study is within the applicant's field of competence.
- I agree that the student learning objectives for the course can be met within the study abroad format, including appropriate pre- and post-trip meetings.
- I approve the offering of this course abroad.

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Dept. Chair Signature

Dept. Chair Name (print)

Date

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2. College Dean Approval

- I approve the Department Chair's recommendation.

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College Dean/Assoc. Dean Signature

College Dean/Assoc. Dean Name (print)

Date

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3. Vice Provost for Academic Affairs Approval

- I have reviewed the proposal and agree that the program meets the academic standards for the same course taught at CSULB and the guidelines for short-term study abroad.

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Vice Provost Signature

Vice Provost Name (print)

Date

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4. Associate Vice President and Dean for International Education and Global Engagement Approval

- I have reviewed the travel arrangements proposed for this study abroad course and find the arrangements to be appropriate. Center for International Education (CIE) staff have discussed the requirements specified in Chancellor's Office Executive Order 1081 with the faculty member, and have advised him/her of the requirements that must be followed when offering this course in another country.
- I acknowledge that the above program has been reviewed by the sponsoring College and CIE staff and that the faculty member has been given College of Professional and International Education (CPIE) policies and procedures related to short-term study abroad courses. CPIE will support this program as long as enrollments, other financial conditions, and related course costs are deemed appropriate. CPIE reserves the right to modify arrangements in consultation with the sponsoring College.

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Associate VP and Dean Signature

Associate VP and Dean Name (print)

Date

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