

Study Abroad Director Application (For Fall 2010 and Spring 2011)

To apply to lead a semester-long study abroad program, please take the following steps:

1. Visit the Office for Education Abroad (OEA) website (<http://www.csbsju.edu/internationaleducation/>) to review the various CSB-SJU programs and identify those that most closely match your interests or qualifications. Please indicate your first choice, and as many as three secondary choices.
2. Examine the "Qualifications and Expectations" section, below, to see what is required of program directors. Even if you do not meet all of these requirements, you may still wish to apply, as you may still be the most qualified applicant. Applications are typically screened by a committee consisting of the Provost, Associate Provost for Academic Affairs/Academic Dean, the Associate Dean of Academic Planning, the Budget Analyst for Academic Affairs and the Director of Education Abroad. Before directorship offers are made, department chairs will be contacted to discuss the departmental impact of the various appointments. Offers will be made to applicants in June.
3. Draft a cover letter to the Office for Education Abroad which explains your interest in directing a study abroad program and describes your specific qualifications for the program or programs you have identified below.
4. Attach a proposal for the Study Abroad Seminar you intend to teach during the course of the program. This course should be designed to fulfill the Intercultural and Experiential Requirements of the Common Curriculum when formally approved.
5. After this application has been completed and signed by you and your department Chair, submit it to OEA.
6. The application deadline for directing Fall 2010 – Spring 2011 programs is **Tuesday, March 17, 2009 at 4 p.m.** You must turn in an application to be considered for a director position.

Qualifications and Expectations

Although all faculty are encouraged to apply, preference will be given to those who:

1. Are fluent in the language of the host country;
2. Are most familiar with the culture of the host country;
3. Have a reputation for excellence in teaching;
4. Have a teaching or research interest that matches the host country or program learning goals;
5. Have received good student reviews and favorable evaluations with respect to programs they have directed in the past; and
6. Have fulfilled all institutional responsibilities related to previously directed programs.

If selected to be a study abroad Director, I agree to:

1. Work with the Office for Education Abroad and the Director of the Common Curriculum to develop a course to be taught on-site which fulfills the Intercultural and Experiential Requirements of the Common Curriculum (pending approval);
2. Attend any culture, language courses, or program management workshops that may be required for Directors by OEA prior to departure.
3. Work with the OEA to plan and implement pre-departure and re-entry workshops for your group of students.
4. Stay in timely contact – before and during the program – with student members of the program on all issues related to travel deadlines, course requirements, behavior standards, excursion plans, program rules, etc.
5. Study the OEA *Director's Handbook* and abide by the programmatic, safety, financial, and other policies contained in them.
6. Maintain and build upon the academic standards, relationships and opportunities created by previous directors of this program.
7. Participate in information-sharing with other Directors or advisory committees after completing the program. Program reports are due one month after the program ends.

I understand that failure to abide by these terms may result in my Directorship being assigned to another candidate or in my not being considered for future directorships.

Applicant Name (print) Department

I am applying to Direct the _____ program: _____
(country) (semester) (year)

Other choices if this program is not available:

2nd: _____ 3rd: _____ 4th: _____

Today's Date Signature

[For Department Chair use only.]

The applicant above has informed me of his/her intention to direct a study abroad program during the 2010-2011 academic year.

_____; _____, Chair of _____ Department
(Signature) (Date)

Date received by OEA: _____