



CENTER FOR
Global Education
College of Saint Benedict/Saint John's University

SHORT-TERM:
SUMMER OR
EMBEDDED
PROGRAMS
2021

STATEMENT OF
INTENT
PROPOSAL

Deadlines:

Friday, January 31, 2020 by 8:00 am: Spring 2021
Embedded or Summer 2021 Programs

September 1, 2020: Fall 2021 Embedded Programs

Dear Faculty Member,

Teaching a short-term course abroad is an excellent way to take an academic subject outside of the traditional classroom and connect it to the experiences of the outside world.

Developing, promoting, and implementing a short-term study abroad program is a significant time commitment. The Center for Global Education (CGE) encourages faculty to start developing the program as early as possible, with the understanding that it generally takes about 16-18 months to develop, promote, and implement the program. CGE recommends that faculty take this into consideration when thinking about their workload and other commitments on and off campus.

Please take some time to read carefully through the Center for Global Education Guidelines for Proposing a course and Course Policies (below). These guidelines will assist you in the development of a short-term or embedded program that is both academically strong and feasible abroad.

CGE does not recommend leading a short-term study abroad if the director will be on sabbatical or leading a semester program fall 2020 or spring 2021. The commitments for a short-term program, including marketing and faculty training, are integral parts of developing a short-term program and are not easily accomplished when a director is not on campus. Additionally, some short-term faculty directors have found it difficult to lead a short-term summer program and then also lead a Fall 2021 as well.

The Center for Global Education, in conjunction with the CGE Faculty Advisory Committee, will review the overall proposals for all programs (see CGE Policies for what the committee is looking for as a part of this process).

If you have any questions regarding the development of your course, please contact the Center for Global Education.

Sincerely,

The Center for Global Education Team

Center for Global Education (CGE) Policies on Short-term courses

1. Short-term courses are not simply travel courses or trips, but study abroad courses. This means that the learning goals of the course must determine the locations to be visited. The Center for Global Education Faculty Advisory Committee will review all statement of intent proposals. Evaluation of the proposals will be based on the criteria discussed in number 6 below.
2. The personal safety of our students, faculty and staff is of utmost importance. The place of destination will be carefully considered for safety, using all available expertise, including in-country and US-based resources. A destination under an U.S. Department of State's Travel advisory of a level III will need additional paperwork. See the CSB/SJU International Travel

Policy for more information.

3. One faculty director must accompany the group for the duration of the course. Any exception requires approval from CGE.
4. Requests for an assistant director and/or accompanying spouse, partner, along with any dependent(s) must be made in the submission of the statement of intent proposal.
5. In reviewing and approving proposals, this review committee is guided by the following principles and policies:
 - a. Academic Rigor & Learning objectives
 - b. Illustrates tie between Academics and Location(s)
 - c. Knowledge and/or Experience in proposed location
 - d. Director's experience leading student programs
 - e. Organization - Overall quality and feasibility of proposal with budget implications
 - f. Student Interest & relevance to CSB/SJU students
 - g. Connection to Curriculum
 - h. Reasonable number of programs that are diverse in location, discipline, and program features – CSB/SJU can not offer more programs than can be expected to attract students.
6. If the statement of intent proposal is approved, faculty must then apply to the applicable Academic Curriculum Committee and Common Curriculum Committee by March 15.

Teaching the Course

Faculty directors are expected to teach the academic components of all short-term study abroad programs. Most programs are typically 1, 2 or 4 credits; variable credits are not accepted. Each credit equates 40 hours of student learning (both in-classroom time and time spent preparing for class). There must be a clear outline in the course description and itinerary of how and when the learning will be achieved. Directors may assign predeparture homework and papers, in addition to the other assignments during the course abroad. Students cannot elect to pursue an ILP instead of the assigned course or audit the course. All students must be enrolled in the academic course for credit.

Policy on dates for Short-term programs

The first day students can travel for a summer or spring-embedded program is the Monday after CSB and SJU commencement. Summer programs must return as close to August 1 as possible (or before). Travel days to and from the country abroad do not count as academic days.

For winter break travel, the first travel day possible is December 26th and all winter break travel must be back in the USA the Saturday before classes start for the following spring semester.

Course Definitions: Short-term

Short-term:

A short-term program is a course that is for for credit and takes place over the academic year or summer that incorporates international experiential learning. The short-term courses range from two to eight weeks in length.

Summer:

A summer program is a short-term study program that occurs independent of spring or fall semester classes, allowing faculty to operate outside of their normal teaching schedules and are typically 1, 2 or 4 credits; variable credits are not accepted. Faculty directors are expected to teach the academic components of all short-term courses. There must be a clear outline in the course description and itinerary of how and when the learning will be achieved.

Embedded: An embedded course is a 4-credit course that students will take as part of their semester course offerings. The embedded course will start during CD mod, (equivalent to 2 credit), and then have an international field component (equivalent to 2 credits). A student enrolled in the course will need to complete all portions of the course to receive credit. The international field component must follow the dates policy listed in this document. The same Faculty director is expected to teach both the on & off campus academic components of the embedded course. As CSB/SJU explores the embedded model, the number of initial embedded courses offerings will be limited.

To propose an embedded course, this course needs to meet either a Major/Minor requirement and/or must meet COMMON designation such as Fine Arts, Social Science, Natural Science, Upper Theology, Gender, or Humanities designations with a combination of Intercultural or Experiential.

There is not an option for variable credit for this type of embedded course. If you plan to offer a course that is less than 4 credits, there must be a clear curricular imperative for the reduced credit. Please note that even if a course is offered for less than 4 credits, it is still expected that the course will have the equivalent of 4 credits of contact hours (2 credit hours in CD mod and 2 credit hours in the international field component).

If you plan to propose an embedded course, you must inform your department chair about this intent and the department chair must acknowledge the proposal as well. The department chair will be contacted by Academic Affairs to discuss staffing implications before official notification is made to the faculty member.

Student Enrollment/Course Size

CSB/SJU summer or embedded course student enrollment must equal a minimum of 8 students for one faculty member, or at least 12 students for a faculty member and assistant director, depending on the nature of the course.

Defining Credits on Short-term or Embedded Programs

To determine credit hours for an education abroad program, the CSB/SJU Short-term programs follows the [CSB/SJU Credit Hour Policy](#). For each credit awarded, there is a minimum of 40

instructional hours needed. Students are expected to devote a minimum of 2 hours outside of class time for every hour in class.

Components of a Short-Term Summer or Embedded programs:

1. **Formalized instruction.** This includes traditional classroom time (either at a foreign institution or in faculty-led programs); formalized lecture/discussion sessions “in situ,” led by a faculty member or resident academic authority.

2. **Other required or structured educational experiences required as part of the course.** These include visits to cultural locations (museums, monuments, historical or cultural sites) that do not include formal lecture components by the designated instructor; visits with local authorities/experts; independent but assigned observations of local cultural phenomena; etc.

This is the third component of any short-term program not to be considered in the Credit Hours.

- **Informal “free time” in-country,** including travel time, meals, socializing, independent touring. While these experiential activities are an integral part of the education abroad experience, they do not count toward credit-earning hours.

CSB/SJU Curriculum Committees:

If your Short-term Summer or Embedded course is approved, the Faculty Director will need to complete the following:

Summer Deadline to submit March 15th - Online Forms to ACC and/or CCC

Faculty directors will also need to submit information directly to either the Academic Curriculum Committee (ACC) or Common Curriculum Committee (CCC) through the appropriate online forms (<http://www.csbsju.edu/common-curriculum/online-forms>).

- New Course Form – Submit the online form “New short-term off-site course or program
- Same course, but new faculty or location – Submit the online form “New short-term off-site course or program”
- Modify existing course with same faculty – “Modify Short-term Off-site course or program”

Designation

Embedded Deadline to submit March 15th - Online Forms to ACC and/or CCC

Faculty directors will also need to submit information directly to either the Academic Curriculum Committee (ACC) or Common Curriculum Committee (CCC) through the appropriate online forms (<http://www.csbsju.edu/common-curriculum/online-forms>).

- New Course Form needed I only if course never taught on campus– Submit [New Course Proposal - On-Campus](#)
- Same course, but new faculty or location – Submit [New Course Proposal - On-Campus](#)

Common Curriculum Considerations:

Additionally, if faculty directors are applying for a designation, they must submit the [online form](#) for the chosen designation.

- To achieve Fine Arts designation, the course can be for 1, 2, or 4 credits
- To achieve the Experiential Learning designation, the course must be at least 1 credit
- In order to achieve Intercultural or Gender, the course must be at least 2 credits

- To achieve Fine Arts, Social Science, Natural Science, Upper Theology, and Humanities designations or a combination of Gender, Experiential Learning or Intercultural, the course must be at least 4 credits
- If a program director believes that his or her course can fully meet the learning goals for more than one designation, then it is incumbent on the program director to make the case for how the students' experience will meet the goals and how the instructor will evaluate the work for multiple components

Compensation and Paid Expenses for the Faculty Director

The following is the policy regarding compensation, transportation, lodging and program related expenses to be paid by CSB/SJU for study abroad program directors. The general categories of compensation and expenses are outlined below.

Compensation for Teaching Abroad:

Embedded: For any embedded course, the compensation needs to be incorporated into your teaching load for the academic year. No additional salary will occur for this type of course. You will need to discuss this option with your department chair or program director before proposing this type of course. Your travel expenses during the course will be covered. Once a program student enrollment is at 12 and over an assistant director is optional and will have their travel expenses covered by the student program fee (there will be no salary given).

Summer: For any Summer short-term course, the director salary is based on credits, at \$1,300 per credit. An assistant director is optional and will have their expenses covered (there will be no salary given) once the program student enrollment is between 12-15 students. If a program gets 16 or more students an assistant director is required and will receive a salary at \$500 per credit.

Short-term Director Expenses Covered by CSB/SJU:

1. International round-trip economy-class airfare from the Minneapolis-St. Paul Airport to the airport nearest the program site. Travel to/from the program site may be arranged up to one day prior to and on day following the program dates with the program covering these costs.
2. Program related ground travel to include round-trip ground transportation from the director's house to MSP and from the international airport to the program housing. In addition, round-trip ground transportation to/from program housing to the academic facilities or other program locations/activities may be covered by the program budget. Personal travel should not be charged to the program.
3. Luggage – Typically faculty directors can check one bag, free of charge with their international round-trip airfare. If you wish to bring a second bag, you may pay for the excess baggage fee out of your program administrative budget.
4. Housing
 - i. Costs for dependents of the director are not covered. Dependents may reside with the director, but any additional costs for a larger residence must be borne by the director.
 - ii. As a rule, faculty should stay in housing that is at the same price and level to the housing in which the students will be staying.
5. Insurance – International health and emergency evacuation insurance for the dates of the program. See the Insurance Section of this handbook for more information.
6. Costs associated with participation in the program.

- i. The director will be housed in accommodations comparable to those of the students.
 - ii. Meals are not included unless such meals are associated directly with a program activity or group meal.
7. The salary for directors is determined on a per credit basis. Academic Affairs will develop a contract with each director. **Directors will be paid according to the CSB/SJU payroll schedule.**

CGE will not provide for non-program related transportation on- or off-site for directors. Normal, non-program related daily errands, meals, entertainment and personal transportation needs are the responsibility of the director. **No per diem will be provided to short-term or embedded directors.**

Program Budget Development

If program approved, all faculty directors will be assigned a member of CGE staff that will be your liaison for the remainder of the program. *Faculty has a major role in determining course cost:* Prior to departure on the planning trip, the faculty director, in conversation with the CGE liaison, should possess a fairly clear sense of what portions of the travel budget that the faculty director is responsible for developing, and which portions your travel provider (if applicable) and CGE is responsible for calculating.

Depending on if you work with a travel provider or not, it may be the faculty director's job to develop estimates for the following:

- How much a typical lunch or dinner will cost in the restaurants or eateries you intend to visit and how many group meals will be organized for the entire course
- Fees for entrances to study sites, such as museums, libraries, historic sites, theaters, etc.
- Honoraria for speakers
- Classroom rental
- Lodging choices (hotels, hostels, dormitories, home stays)
- In-country transport (subway or metro passes, tour buses, train tickets)

The benefit of working with a travel provider is that they will work with a host-country tour operator to develop best costs for lodging and transport services. They can often procure a far better rate because they purchase for the group at a reduced fee, and work with airlines, hotels, etc. CGE will determine the final cost of the course for students.

In conjunction with CGE, the director must provide a budget to the Center for Global Education review. This budget will also be given to the CSB Business Office and the budget analyst in Academic Affairs to help determine the final program fee which students will be charged. CGE will provide you with an updated template that must be used upon approval of the course.

It is important to keep the following items in mind when developing a budget:

1. Using the [Short-term Financing Program brochure](#) as a guide, programs fee range from just over \$2,000 to \$4,000. Any program fee estimate that will be over \$5,000 will need to demonstrate rationale for the costs to the CGE Faculty Advisory Committee; the budget should reflect a good estimation of everything included in the itinerary.
2. Additionally, the director should use their discretion when making their own arrangements (i.e. the students cannot stay in an inexpensive hostel while the director is in a 5-star hotel).

3. The program can pay for up to one day on both sides of the program dates for housing for the faculty director.
4. CGE, in consultation with the faculty director, will determine what to include in the overall cost of the course, and what costs students will need to pay out of pocket once abroad. CGE will provide you with an updated template that must be used.
5. You must also determine how many meals will be “group meals” and thus incorporated into the cost of the course, and how many meals students will buy “on their own” and thus pay out of pocket.
6. If part of your itinerary includes “optional items”—a recommended but not required visit to a museum or theater or a guided hike in the mountains—then those costs should not be included in the program fee. Nevertheless, students (and CGE) will need to be alerted about the optional activity in advance so they can budget accordingly. Students will ask you how much extra money they need to bring along to cover costs above the program fee that they will be billed. The faculty director and CGE will determine this amount, so both of you can give students consistent information.
7. *Fixed vs. variable costs in the budget:* Since the course budget is created far in advance, be aware that costs change, currency exchange rates change, airfares might go up, hotel rates alter. Subsequently, it is important to work with CGE and your travel provider (if applicable) on the budget as well as determine in advance who is responsible for unanticipated fluctuations in travel costs. These natural fluctuations might influence how much you include in your “administrative expenses” amount. Administrative expenses typically cover any costs you will have for the group that are not included in other areas of course costs, e.g., a group meal you will organize spontaneously, honoraria you will pay directly to a guest speaker, gifts for hosts, tips. Too much in Administrative expenses, however, can make the course too expensive for students. Too little, and there will be insufficient funds. It is safe to say that developing a budget is a matter of balancing as well as of devoting attention to the details of all you plan to do with students and the associated costs.
8. All programs do not include airfare in the program fee; students need to purchase airfare independently.
9. **Please note:** When planning both required and optional activities, it is important to consider whether any activities are considered “high risk.” As such, these activities may not be covered under the university CISI insurance plan and should be avoided. Be sure to discuss activities, even those that are optional, with CGE beforehand.

CSB/SJU policy states that funds left over at the end of the course will not be returned to students; all the more reason to calculate group funds as accurately as possible and budget carefully.

Student Billing: Students pay a \$200 application fee and the balance of the program fee is billed to the student’s account during applicable term.

Embedded: Students may use financial aid to pay for any embedded study abroad. While grants and scholarships do not increase based on the cost of course/program fee, students also may be eligible for non-federal private loan options, which require a co-signer. For an

embedded course, the program fee will be added to the student's bill in the applicable term.

Short-term: Students will be billed the summer rate of tuition which is currently \$635/ per credit and the program fee. A student can only access additional financial aid if a short-term program is 6 or more credits. Typically, student financial aid is limited to private loans during a short-term summer program.

Please refer students to [CGE Scholarship website](#) or Financial Aid for specific policies or any restrictions.

Marketing and Recruiting

Marketing the program and recruiting students is vital to the success of the program. CGE is available to offer suggestions, help with the development of marketing materials, and make other similar arrangements, but **faculty directors are the best marketers of the program**. Directors should develop a recruiting plan to help determine the preferred student applicants (i.e. major, minor, area of interest, academic year) and to understand how to reach these students (i.e. information sessions, classroom presentations, flyers, etc.).

One major recruiting event is the Study Abroad Fair, which will be held in October. This is an opportunity to talk with interested students; faculty directors should plan on attending the fair.

Additionally, CGE will promote the program on the Short-Term Program section of the website. Each program will be listed according to the location(s) of the program, the name of the course, and the dates of the program. CGE will also develop individual pages for each program. CGE will provide directors with the website template at a later date.

Student Application Requirements

All short-term study abroad programs must use the Short-Term Study Abroad Application developed by Center for Global Education. This is to allow applications to open at the same time and to prevent any double applications from one student. CGE will provide faculty directors access to the Short-Term Application Database to allow for review of applications and acceptance (or non-acceptance) into the program. The application will require 1 essay detailing a student's personal, professional, and academic goals for wanting to go on this program. Additionally, each student will be required to submit a resume. Directors have the option to interview each student, but it is not required as part of the process.

Below is the criteria for acceptance on a Short-term program. Criteria are not listed by order of importance; all are considered as part of a holistic application review.

1. GPA—minimum of 2.5. Students who are otherwise well qualified and in good academic standing may be accepted on a case-by-case basis
2. Quality of Study Abroad Application Essay and Resume.
3. Preference is given to qualified seniors, qualified juniors, and qualified sophomores in that order.

4. Qualified students who have never been on a CSB/SJU sponsored *Global Fellowship* program receive preference over students who have already participated in that type of program. Previous short-term study abroad participation is not factored in these selection criteria.
5. A disciplinary violation could affect acceptance to a study abroad program. A student on disciplinary probation cannot participate on a short-term program.

STATEMENT OF INTENT PROPOSAL FORM TO LEAD A SHORT-TERM COURSE

Send complete the following form and send to joyruis@csbsju.edu .

1. Director Information:

- a. First & Last Name:
- b. Primary phone:
- c. Office phone:
- d. E-mail address:
- e. Training and experience to contribute to the course (if the course topic is outside your academic discipline, describe what training and experience you have to teach this course):
- f. Experience in proposed location(s) and contacts you may have in the host country(ies):
- g. Language(s) and level of proficiency:
- h. Please enter a 30-50-word bio as you would like it to read on the marketing information. A link to a longer biography or CV can be included for the website.
- i. Please attach your headshot/photo or the website link from which we may upload photo for the website.
- j. Requests for accompanying assistant directors (if meet the enrollment threshold), spouses, partners, and/or dependents

2. Course Information

Faculty directors must also indicate where their course is to be housed, either within a department or as a Course of the College. If directors are proposing a Course of the College, they must make the case for why their course does not fit within the learning goals or academic learning objectives of a specific department.

A. Directors should indicate the information, as it is known, below.

- i. CSB/SJU Course Name: _____
- ii. DEPT _____
- iii. If not offered in your home department, please explain that here:
- iv. CSB/SJU Course Number: _____
- v. Number of CSB/SJU credits: _____
- vi. What major, minor, or common curriculum designations, if any, does this course designed to meet?
- vii. If your program has specific requirements or prerequisites (i.e. HISP 111), please include that below.
- viii. Course description (academic description for course catalog):

B. Learning goals for the course

- i. What are the academic learning goals for the course?
- ii. How are the learning objectives and student learning enhanced by the location?
- iii. Please explain how you plan to assess your students' success at meeting these learning goals?
- iv. How do the course learning goals integrate with learning goals of the major, minor, or common curriculum designation(s) and how will this learning will be assessed. Please explain how the students' experience will meet the goals and how will the instructor will evaluate the work for multiple components?

C. Program Location(s):

- i. Explain why you are taking the course to this particular location(s)
- ii. How the location relates to the academic content of the course and how students will engage with the culture they encounter.
- iii. Program Dates: _____ to _____
- iv. Term course will be offered (circle one):
 Spring-embedded 2020/ Summer 2020/ Fall-embedded 2020
- v. Please circle the estimated program fee range below that most closely aligns with your location, learning goals, and itinerary for 1 director + 8 students. Here is the Short-term [Study abroad financing brochure](#) for past example:
 \$1,500- 2,000; \$2,001-2,500; \$2,501-3,000; \$3,001-3,500; \$3,501-4,000; \$4,001-4,500;
 \$4,500-5,000; \$5,000 or more
 Explain rationale behind range:

D. Additional questions for embedded course offerings only:

- i. Who will take this course?
- ii. Please explain why the proposed course fits best with the Fall or Spring embedded option?
- iii. How will offering this course affect your department's curriculum and/or the curriculum of other departments or the common curriculum?
- iv. Please share how this course is connected to curricular offerings found in your department or area. Does or will this course have a disciplinary designation attached?
- v. Sustainability of embedded programs is important. Ideally an embedded course will be offered every year or every other year. Please share how you or your department plan to make this a stable course offering? How will offering this course affect teaching responsibilities in your department?

3. Faculty directors must submit the following materials as part of this proposal:

- A. Please share your marketing plan for getting enough students enrolled in this course? (8 students for Short-term programs and 15 students for Embedded programs)
- B. General overview of the itinerary and intentional engagement with the culture (please submit a sample itinerary for each day on-site, so the CGE Faculty Advisory Committee can see how you integrate learning with the daily activities if more than 1 location will be visited, please provide itinerary information for each location)
- C. Please complete itinerary template below for each day of your targeted dates:

Day 1:

- i. Date:
- ii. Articulate the direct correlation between course learning goals and the day's activities (lectures, site visits, tours, etc.)
- iii. Location:
- iv. Readings:
- v. Assignments:
- vi. Morning Activities:
- vii. Afternoon Activities:
- viii. Evening Activities:

CENTER FOR GLOBAL EDUCATION STATEMENT OF INTENT PROPOSAL

Please sign, print, and return to CGE on or by deadline

If selected as a Study Abroad Short-Term Faculty Director, I agree to:

1. Partner with CGE to actively recruit for and advise students about short-term programs.
2. Complete all required paperwork for the institutionally mandated background check and successfully pass the background check.
3. Attend all program management workshops and individual program meetings sponsored by CGE prior to departure. These will typically include:
 - a. 2 Faculty Director Workshops (late-September and late February 2021)
 - b. Study Abroad Fair (October 2020)
 - c. Individual meetings with Short-Term Program Manager & CSB Business Office
4. Collaborate with CGE on the student selection process including a review of all student application materials.
5. Work with CGE to plan and implement pre-departure and re-entry components for students including:
 - a. Saturday pre-departure orientation hosted by CGE (March 2021)
 - b. 2-3 program specific orientations (semester prior to departure)
 - c. Welcome Back Dinner event (September 2021)
6. Stay in timely contact – before, during, and after the program – with student members of the program and CGE on all issues related to travel deadlines, course requirements, behavior standards, excursion plans, program rules, etc.
7. Work with Academic Curriculum Committee and Common Curriculum Committee to ensure approval of course and any designations.
8. Submit program reports, self-assessment, and financial accounting receipts within 30 days of the program end date.
9. Submit all grades by June 5 (Spring Embedded), August 1 (Summer) or January 15 (Fall Embedded), courses (an extension until August 15 is given to those programs which may end after August 1)

I have read and understand the expectations and understand that failure meet these expectations may impact future directorships.

Applicant Printed Name

Applicant Signature*

Date

Embedded only: The applicant has informed me of his/her intention to direct an embedded Short-term program in 2021. Spring-embedded semester. I am aware at this course will be part of this applicant's normal teaching load for the academic year. I understand that I will be contacted by Academic Affairs before official notification is made to the faculty member to discuss departmental staffing needs.

Department Chair Name (print)

Department

Signature*

Date

*scan of signature or email from Chair also possible. Please send email to joyruis@csbsju.edu.

Appendix A: Renewal Form – Embedded/Summer 2021 (Available for Programs proposed in 2018 and after)

Please complete this form ONLY if the program was previously approved by the Center for Global Education Advisory Committee, Academic Affairs, the Academic Curriculum Committee, and/or the Common Curriculum Committee (if holding any designations) and you would like to offer it again in its **same form, location**, and with the **same director**. Completion of this form does not guarantee that your program will be approved again. This form is due on Friday, January 31, 2020 by 8:00 am.

CSB/SJU Course Name: _____ CSB/SJU Course Number: _____

Program Location(s): _____

Program Dates: _____ to _____

Number of CSB/SJU credits: _____ Designation(s) (if applicable): _____

Year last Led this program: _____ Did the program run (circle one): Yes or No

Number of students on the program: _____

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 - a. 2 Faculty Director Workshops (late-September and late February 2021)
 - b. Study Abroad Fair (October 2020)
 - c. Individual meetings with Short-Term Program Manager & CSB Business Office
4. Collaborate with CGE on the student selection process including a review of all student application materials.
5. Work with CGE to plan and implement pre-departure and re-entry components for students including:
 - a. Saturday pre-departure orientation hosted by CGE (March 2021)
 - b. 2-3 program specific orientations (semester prior to departure)
 - c. Welcome Back Dinner event (September 2021)
6. Stay in timely contact – before, during, and after the program – with student members of the program and CGE on all issues related to travel deadlines, course requirements, behavior standards, excursion plans, program rules, etc.
7. Work with Academic Curriculum Committee and Common Curriculum Committee to ensure approval of course and any designations.
8. Submit program reports, self-assessment, and financial accounting receipts within 30 days of the program end date.
9. Submit all grades by June 5 (Spring Embedded), August 1 (Summer) or January 15 (Fall Embedded), courses (an extension until August 15 is given to those programs which may end after August 1).

I have read and understand the expectations and understand that failure meet these expectations may impact future directorships.

Applicant Printed Name

Applicant Signature*

Date