

Guidelines for Teaching International Experience (UNIV 392)

1. Faculty planning to teach a course outside the United States must coordinate their proposal with the Dean and with the Director of the Center for International Affairs. A preliminary course proposal must be submitted at least **one year** prior to the date of departure.
2. *Form LA-1 International Experience Proposal* must be completed and submitted to the Director of the Center for International Affairs at **least one year** prior to the date of departure. The Director, with the assistance of the Advisory Committee for the Center for International Affairs, will evaluate the IA-1 Course Proposal.
3. If the IA-1 Course Proposal is recommended for approval, the proposal will be submitted for review and approval by the Dean, Vice-President of Academic Affairs, and the President.
4. If the proposal is not approved at any step of this process, either the problems must be remedied or the course will not be taught and the travel cancelled.
5. Official approval must be granted in writing before any formal agreements, scheduled class, or public notices can be initiated.
6. These additional factors will be taken into account in the approval process:
 - a. The composition of the course should enhance the learning process. The professor involved should encourage students to apply who will benefit from the experience.
 - b. The dates for CSUCI courses taught abroad should not conflict with regularly scheduled classes or faculty workdays.
 - c. The Dean will determine the number of students required for the course to be taught. The ordinary guidelines for course enrollment may be modified given the nature of the course and the associated international experience being made available to the students.
 - d. The expenses incurred by the instructor will not be reimbursed by the college. Faculty will be given appropriate workload credit consistent with academic policy. The expenses of the instructor can be a part of the cost of the course for the student; this is within the discretion of the instructor.
 - e. All monies collected must be deposited with the CSUCI Cashier. The Support Coordinator for International Affairs and the Academic Resource Office will assist the faculty with all expenditures.
7. The following information, must be submitted to the Director of Center for International Affairs **6 weeks** prior to departure:
 - a. The faculty member will have submitted *LA-1 (Course Proposal)*.
 - b. A completed *Form LA-5 Application for International Experience Course* for each traveler, providing the names, addresses, and telephone numbers of three family members or friends who can be contacted in case of emergency.
 - c. An itinerary, which includes the names and telephone numbers of all hotels where the group can be contacted.
 - d. A list separate from the application forms which sets forth each students' name, student ID, home address, and telephone number.

- e. *University Activity Agreement, Medical Disclosure and Assumption of Risk and Air Travel Notification Form* signed by each travel participant releasing the college from liability and permission to release personal information.
- f. Written proof that each student is currently covered or has purchased an insurance plan that will provide a minimum of \$5,000 medical expense coverage and emergency evacuation and repatriation coverage.
- g. A photocopy of the passport for each student and faculty member.
- h. A complete breakdown of all costs per student and the total projected costs.

UNIV 392 INTERNATIONAL EXPERIENCE COURSE PROPOSAL
California State University Channel Islands

Course Name & Number _____ Instructor _____

Country Where Course Will Be Taught & Dates of Trip _____

1. Attach a detailed syllabus for the class, which will include the following:
 - a. Identify the program's specific academic goals.
 - b. How many credit hours and contact hours will be involved in the course?
 - c. Attach an outline for the orientation session for students. Make sure the orientation includes comments on the security of the country, both politically and medically, as determined from reports issued by the State Department.
 - d. What is the format of the course (classroom lectures, field trips, and seminars with local experts, etc.)? Include this information for the portions of the course that are conducted within the United States and within the international country.
 - e. For whom is the course designed (CSUCI students, senior citizens, others)?
 - f. How many students can participate?
 - g. How will the students' academic performance be evaluated?

2. Attach a statement providing the following information:
 - a. How will the students be recruited? Regular CSUCI students should have a recommendation from a faculty member other than the teacher for the overseas course. If a participant is sponsored by a business, a recommendation from the employer should be submitted.
 - b. Give the cost of the trip for participants with an itemized expenditure breakdown.
 - c. What are the logistical arrangements (housing, meals, transportation, safety/security, etc.)?
 - d. Has research been done to assure that the country to which the students are traveling is safe? Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the State Department within ninety (90) days of travel.
 - e. Attach a copy of any brochures or publicity, which you plan to distribute off-campus.
 - f.

3. Have the individuals shown below indicate by their signature that they are aware of and approve your proposal.

Director of CIA _____ Date _____

Dean _____ Date _____

Vice-President of Academic Affairs _____ Date _____

President _____ Date _____