

Application Process:

To apply to lead a Field Studies Abroad program, please follow the steps outlined below.

To be considered:

1. Please scan and email your completed application and signature page (page 7; signed by you and your department Chair) to studyabroad@smc.edu.
2. If your proposal is selected, you will be asked to present a 5-minute presentation and allow for questions about your proposal at a Global Citizenship Committee meeting.
3. After applications are reviewed by the Global Citizenship Committee, recommendations will be sent first to the Academic Senate, and ultimately the Office of Academic Affairs for final approval. All applicants will be notified of their application status as soon as possible.

In a separate document, provide the following:

1. Program Name: Include the name of the location, but you may also come up with a creative name for the program you propose (ex. a philosophy course in Greece could become "The Examined Life in Greece")
2. The name, department, email, telephone number (both work and cell), status (FT/PT) for both faculty leaders. Also please supply the telephone number and email where you can be reached during summer session if different from above.
3. The names of the SMC department Chairs who have reviewed the proposed program and have recommended it for approval. Please have your department chair sign the signature page. Each faculty member will submit a separate signature page with their signature and the signature of their department chair. Print two copies of page 2 of this application for the signatures.
4. What is your experience with the proposed program location?
5. Program Location (City, Country)
6. Based on your proposal, and your field studies course offering, please give a brief description (up to 2 paragraphs) of the program, emphasizing the educational benefits for students. This summary information may be used for marketing purposes.
7. Tentative Program Dates and Itinerary
 - a. Proposed Start Date Abroad (on what date should students/faculty depart)
 - b. Proposed End Date Abroad (on what date should students/faculty return)
 - c. Proposed Excursions (include landmarks, organizations, and specific locations as applicable)
 - d. Please do not plan departure earlier than Friday evening, April 10, 2020 as participants may have classes/midterms on that date
8. Identify a SMC field studies, 1-unit course — either Global Studies 35 or an established field studies course in your discipline — that you plan to teach inbroad or abroad.
9. Write a brief description (please limit this to one page) for the Field Studies course proposed. Describe how you will incorporate the domestic or foreign locale into your instruction. Provide examples of how your proposed course will complement the proposed activities. Your proposed activities should be based on environmental, historical and cultural significance.
10. Program Logistics: Please describe to the best of your ability the in-country Partner/Vendor/Organization to be used for this trip. If you do not have one in mind, the IEC will assist in vendor selection.

<ol style="list-style-type: none"> a. Contact Name and Title b. Address, Phone, Website, Fax, Email Address c. Student Accommodations d. Meal Arrangements 	<p>Describe the Following:</p> <ol style="list-style-type: none"> f. Accessibility and Services for Students with Disabilities g. Availability of Computer Lab and Internet Access h. Availability of Libraries (if applicable) i. Onsite-Orientation, including topics and presenters
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**Proposal for Faculty-Led
Spring Break Field Studies Program**

**Applications are accepted year round
Please refer to the Global Citizenship Website for
deadline for a specific session**

- e. Primary Means of Transportation
- j. Any additional relevant aspects of on-site logistics

11. Health

- a. What are the possible health risks in the locations of travel?
- b. If known, what are the local health resources such as English speaking nurses, medical centers, and hospitals?
- c. What are the Center for Disease Control (CDC) vaccination/prophylaxis requirements and recommendations for the country of travel in the program itinerary? <http://www.cdc.gov/>

12. Estimated Program Budget per Participant: Price the proposed cost on a minimum of 10 participants with double occupancy accommodations. Please note that the budget will be finalized by the IEC (see above).

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|---------------------------|-----------------------------|
| a. Airfare | f. Health Insurance (iNext) |
| b. Housing | g. Visa/Departure Fees |
| c. Meals | h. Course Materials |
| d. Field Trips/Excursions | i. Other (please explain) |
| e. Local Transportation | j. Total |

13. What individual or group travel experiences have you had? What special qualifications do you have that make you well-suited to lead a Field Studies Abroad program?

Faculty Member Agreement

If selected to lead this program, I agree to:

- Submit an addendum to this proposal should any significant portion of the program change (e.g.; change of faculty director; significant changes to course content, excursions, or activities.)
- Actively provide leadership in student recruitment goals
- Assist with pre-departure preparation of students. Coordinate with IEC to have joint pre-departure orientation program
- Provide faculty biography and faculty photograph for marketing.
- Notify the International Education Center and College Campus Police immediately in case of emergency affecting the health, safety, or security of an SMC student.
- Supply all original receipts for the program costs to the International Education Center within two weeks of program completion.
- Both faculty leaders must supply signatures below on separate pages.

A. Signatures

I certify that I am prepared to teach the proposed course in the international setting put forth in this call for proposals and that I have read the above information and agree to fulfill the requirements listed above, both on campus and abroad.

Faculty Signature

Date

As Chair of the department, I have met with the candidate. I agree that the proposed course will be of value to the study abroad program, and that the candidate is prepared to teach the proposed course abroad.

Department Chair Signature

Department

Date

Please submit the completed application and signature pages electronically to globalcitizenhip@smc.edu by the published deadline.