Global Classroom Proposal

Global Learning Opportunities (GLO) is committed to providing a wide range of programs which align with the academic mission of the University and increase access to education abroad opportunities for our diverse student population. Global Classroom (faculty-led) education abroad programs provide a unique opportunity to enhance Boise State curricula through infusion of an international learning environment into specific courses. Faculty encouragement and leadership has been shown to attract students who are unlikely to study abroad through other means.

DEADLINES FOR SUBMISSION:

For first-time programs for 2020: Friday, May 17, 2019
For returning programs for 2020: Monday, September 8, 2019
Future programs (2021 and beyond): May of year prior to anticipated program year (date TBD)

INSTRUCTIONS:

1. E-mail a scanned electronic copy of the complete proposal packet to chenke@boisestate.edu
2. Mail a hard copy to Corrine Henke, Global Learning Opportunities, MS 1145
3. Email the Excel budget template to chenke@boisestate.edu

A COMPLETE PACKET INCLUDES:

- Completed proposal form signed by your department chair and college dean. Programs with two faculty proposing from different departments require the signatures of both department chairs.
- Course descriptions and syllabi for all program courses.
- Tentative program calendar/itinerary. The calendar/itinerary should include dates or number of days in all locations, including proposed excursions. The itinerary may be incorporated into the structure of the syllabus if preferred.
- Completed budget template in excel (emailed directly to chenke@boisestate.edu). Please note: If the excel budget template is not used, the proposal will be returned without review.

IMPORTANT NOTES:

1. Incomplete proposals will not be considered. Paper and electronic copies of all materials must be received by the deadline.

2. If you are proposing for the first time, please review the Handbook for Developing a Global Classroom Program, available on-line.

3. GPA requirements. The minimum is good academic standing (2.5 undergraduate and 3.0 graduate*). Faculty directors are encouraged to set their GPA eligibility requirement at the lowest appropriate level in order to provide the greatest access to study abroad among our students. *Some exceptions may apply
Proposal for Global Classroom (faculty-led) Education Abroad Program

PERSONAL INFORMATION

Name: ___________________________________  Department: ______________________

Mail Stop: _______  Phone: ___________  Email: __________________________

Country of Study: ____________  Number of visits to this country previously ________

Proposed Course title: __________________________________

Course Number: _______  Credits: _________  Program Dates: ______________________

Term in which credits will appear:  Fall, Spring, Summer (circle one)

Clergy Act: I understand that as a leader for a faculty led program, I will be considered a Campus Security Authority while I am abroad and I will be required to participate in trainings, and follow Clergy crime reporting procedures.  Yes/No (circle one)

Service Learning Credit: Yes/No (circle one) Please contact Kara Brascia to participate in a Service Learning training to have a course designated as Service Learning credit karabrascia@boisestate.edu

Is there a State Department Travel Advisory for this country?  Yes/No (circle one) Please visit http://www.state.gov/countries/ to check the status of the proposed country. Travel to countries with an active travel warning is strongly discouraged and requires additional approval. Proposals to countries with a level four warning will not be approved. Proposals to countries with a level three warning require Provost approval.

APPROVALS
Signature indicates program is approved by department and that academic standards will be met.

Department Chair: ______________________

Signature: _____________________________  Date: _____________________________

College Dean: _________________________

Signature: _____________________________  Date: _____________________________
1) BRIEF DESCRIPTION OF PROGRAM PLANNED

2) ITINERARY
   Please attach detailed travel and program itineraries.

3) RATIONALE FOR LOCATION SELECTED

4) AFFILIATION
   Will the program be affiliated with a foreign university, language institute, etc.?

5) PROGRAM ADMINISTRATION
   Please give an outline of the division of administrative responsibilities for the program:

   Boise State University Faculty Leader:

   On-site administrator:

   Other (please describe):
ACADEMIC COMPONENTS

Please submit syllabi for the course(s) you plan on teaching on your program. The appropriate department chair, dean, and approval committee will review it.

<table>
<thead>
<tr>
<th>Course Title(s)</th>
<th>Boise State Course Number(s)</th>
<th>Credit(s)</th>
</tr>
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6) Will any of the courses need to be approved as Special Topics courses? If yes, please list which courses:

☐ Yes ☐ No

7) Will any of the courses satisfy major/minor requirements? If yes, please list which requirements:

☐ Yes ☐ No

8) Will a preliminary course be offered or required? If yes, please list the title:

☐ Yes ☐ No

9) Instruction onsite will be provided by:

☐ Boise State faculty

☐ Local instructors

☐ Other (please describe)

10) PARTICIPATION

a) Number of participants anticipated:

b) Academic prerequisites:

c) Other eligibility requirements:

11) LOGISTICS

a) Faculty housing and meal arrangements:

b) Participant housing and meal arrangements:

c) What type of housing is provided?
d) Who makes the arrangements?

e) Who provides the participants’ meals?

f) How many meals will be provided?

g) How will the meals be paid for? *(In advance or will the students need to bring funds?)*

12) ON-SITE EXCURSIONS

a) Planned destinations and length

b) Local cultural and social activities

13) TRANSPORTATION

a) Round-trip travel to program site

b) Group or individual travel?

c) Arrangements to be handled by?

d) Transportation from airport to program site?

e) Local transportation (if necessary)?

14) ORIENTATION

a) Pre-departure and on site:

b) Will there be an academic component to the orientation (will it be a preliminary course)?
15) BUDGET

a) Please fill out the budget template and email directly to chenke@boisestate.edu with your scanned application.

b) Program costs may not be advertised to students until the program has been approved by the Global Classroom Review Committee.