

What to expect when proposing a new Cal Poly Global Program

Are you a Cal Poly faculty member who is thinking about proposing a new study abroad program? Here is a snapshot of the online proposal process, to shed some light on what lies ahead.

- **When you begin the online CPGP Proposal Form, first you will be asked to complete a series of online questionnaires:**
 - **Program Information**
 - New or Renewing program?
 - Brief summary of program (purpose, learning objectives, how the study site was selected, etc.)
 - Is the location on the High Hazard list or under Travel Warning?
 - Term, Year, Location, Dates, Duration, Excursions/Activities
 - **Academics**
 - List the courses and credits you propose to include in the program
 - Indicate if the program is intended to be self-support or stateside
 - **Competitive Priorities**
 - Potential to attract student participants (16-50 students)?
 - Can you actively recruit participants on campus?
 - Do you have expertise in the country or region?
 - Does this program fill a particular niche in terms of curriculum?
 - Does the program offer a new or in-demand location?
 - Is the program accessible to low-income and other diverse populations?
 - **Faculty Experience**
 - What are your qualifications and experience to lead the program?
 - Upload your CV
 - Tell us about any other faculty or staff who will help with the program

- **In the initial online proposal stage, you will also be asked to:**
 - Acknowledge that you have read the 'CPGP Development Guide', a handbook that covers the fundamental components of creating a new program.
 - Upload a 'Department & College Pre-Approval Letter' signed by appropriate representatives from your department and college. In this letter, you will be asked to indicate if you are proposing a program that is 'self-support' or 'stateside.'

We encourage you to meet with a Cal Poly International Center staff member to discuss your plans for submitting a proposal. Email globalprograms@calpoly.edu or sotis@calpoly.edu to request a meeting. We welcome your questions, and look forward to working with you on this process.

If your proposal is accepted, you will be asked to answer additional questions and provide more detailed information. Post-acceptance requirements are briefly described below. In this phase, a staff member from the International Center will be in touch with you to further discuss program planning in person.

- **You will be asked to complete a series of online questionnaires regarding program logistics:**
 - **Itinerary & Excursions**
 - Confirm the program dates
 - Upload a working draft of the itinerary
 - Describe day trips, excursions, and other activities
 - Provide details on Service Learning, Internship, or Volunteer opportunities
 - **Academics**
 - Upload detailed syllabi for all courses
 - Indicate course pre-requisites and if they will be enforced
 - **Service Provider**
 - Share information about a potential service provider or host institution for your program
 - Provide details regarding housing, meals, academic facilities, transportation, technology & communication, and services needed to support any excursions
 - **Health & Safety**
 - Provide information about health and safety concerns associated with the location
 - Provide information about the service provider or host institution's health and safety protocols and emergency response support
 - Describe cultural factors that may affect LGBTQ students, students of color, students with disabilities, and other populations
 - Describe the accessibility of the program site to students with mobility disabilities, hearing or vision impairment, learning differences, etc.
 - **Marketing & Recruitment**
 - Describe your target audience and confirm your anticipated group size
 - Outline the actions you plan to take to market the program to prospective participants (e.g., classroom announcements, information sessions, department newsletter ads, asking colleagues to announce the program to their students, sharing image slideshows, etc.)
 - Provide information and images for the program's online brochure on the study abroad website
- **Additionally, you will be invited to attend a mandatory 'Faculty Preparation Workshop' where you can receive helpful training and have a chance to network with other faculty leading both academic and non-credit programs abroad.**
- **You will be required to read the International Center's comprehensive 'Crisis Response Plan' and complete an online training module that reinforces its content. You will be asked to read the 'CPGP Faculty Handbook' and sign a 'CPGP Faculty Leader Agreement.'**

- You will work with the CPGP staff to recruit participants and hold info sessions. You will work with the CPGP staff and service provider to finalize logistical details and costs so that the program can meet final campus and fee approvals.
- Once students are selected for participation, you will work with the International Center to hold a pre-departure orientation and work collaboratively with the service provider to finalize arrival plans.
- Finally, in this phase you will also be asked to provide details about your travel plans, complete several Travel Approval forms, provide a copy of your valid passport, and provide details about any travel companions who will accompany you during the program.

Upon return from your successful program abroad, you will log back into your online account to access the following post-program tasks:

- Complete the Post-Program Report
- Upload your receipts and list of expenses
- Upload your Travel Expense Claim Form

We hope this information is helpful to you along the journey of proposing a new Cal Poly Global Program.

Questions? globalprograms@calpoly.edu

Thank you for contributing to international education opportunities for Cal Poly students.