CAL POLY

CPGP Proposal: New & Renewing Custom Programs

CPGP Questionnaire #1. Faculty Leader Information

(*) Indicates the question is required.

1. Faculty Leader A – Full Name (*)

2. Faculty Leader A – Department (*)

3. Faculty Leader A – College (*)

4. Faculty Leader A – EMPL ID (*)

5. Faculty Leader A – Cal Poly Email (*)

6. Faculty Leader A – Office Phone (*)

7. Faculty Leader A – Cell Phone (*)

8. Faculty Leader A – Years at Cal Poly (*)

9. Faculty Leader A – Title (*)
   (e.g., Professor, Associate Professor, Assistant Professor, Lecturer, etc.)

10. Faculty Leader A – Expertise (*)
    Describe your academic, cultural, and linguistic experience and expertise related to the country and region of the proposed program. Outline your qualifications and experience to lead an international study program, including any prior experience you have leading students on either international or domestic trips. Suggested range between 300-800 words.

11. Faculty Leader B – Full Name (*)

12. Faculty Leader B – Department (*)

13. Faculty Leader B – College (*)

14. Faculty Leader B – EMPL ID (*)

15. Faculty Leader B – Cal Poly Email (*)

16. Faculty Leader B – Office Phone (*)

17. Faculty Leader B – Cell Phone (*)

18. Faculty Leader B – Years at Cal Poly (*)

19. Faculty Leader B – Title (*)
    (e.g., Professor, Associate Professor, Assistant Professor, Lecturer, etc.)

20. Faculty Leader B – Expertise (*)
    Describe your academic, cultural, and linguistic experience and expertise related to the country and region of the proposed program. Outline your qualifications and experience to lead an international study program, including any prior experience you have leading students on either international or domestic trips. Suggested range between 300-800.

21. Division of Instructional WTUs (if applicable) (*)
    If program leadership involves multiple Faculty Leaders, please provide details about which Faculty Leader is teaching or co-teaching each course and/or course section. Specify exactly how the instructional WTUs will be split among the Faculty Leaders for each course. If one Faculty Leader will be teaching all courses, please indicate that here.

22. On-site Faculty Leader Presence (*)
    Please confirm that the Faculty Leader(s) will be on-site for the full duration of the program. If not, please explain when each Faculty Leader will be on-site, and provide details for program oversight during any periods where a faculty leader is off-site. Off-site requests will be reviewed by the CPIC and EPaCE.

23. Additional Program Support (if applicable) (*)
    If your program requires the involvement of a non-instructional faculty or staff member (i.e., Teaching Assistant, Reviewer, Guest Lecturer, Support Coordinator, Special Consultant, etc.), please provide contact information and a justification for this person's involvement. Please include the support person's full name, affiliation to Cal Poly, qualifications, proposed role with the program, and anticipated funding needed for this position (e.g., flights, lodging, per diem, honorarium, etc.). If your program does not require additional Cal Poly support people, please indicate that here.

CPGP Questionnaire #2. Program Information
(*) Indicates the question is required.

1. Program Title (*)
   What is the proposed name of your program? Please note that the International Center's naming convention for Custom Cal Poly Global Programs is "Cal Poly in [Country or City]: Academic Area" (e.g., Cal Poly in Prague: Construction Management, Cal Poly in Panama: Sustainability, Cal Poly in Japan: Architecture, etc.).

2. Program Term (*)
    What is the proposed term for your program (e.g., summer, fall quarter, winter quarter, spring quarter, fall course + winter break travel, winter course + spring break travel, etc.)?
3. Program Year (*)
    What is the proposed year for the program (e.g., 2024, 2025, 2026, etc.)?

4. New or Renewing Program (*)
    Is the program you are proposing NEW or RENEWING?

5. Program Start Date (*)
    What is the proposed start date of the program? Please note that the official start date of the program is synonymous with the day the students arrive and move into their housing.

6. First Day of Class (*)
    What is the first day of class?

7. Last Day of Class (*)
    What is the last day of class?

8. Program End Date (*)
    What is the proposed end date of the program? Please note that the official end date of the program is synonymous with the day the students move out of their housing and depart.

9. Faculty Leader(s) Arrival Date(s) (*)
    When will the faculty leader(s) arrive? It is recommended for faculty to arrive 1-2 days prior to the students.

10. Faculty Leader(s) Departure Date(s) (*)
    When will the faculty leader(s) depart? It is recommended for faculty to depart 1 day after the students.

11. Program Length/Duration (*)
    What is the proposed length/duration of your program? Please list the number of WEEKS. If the program is a hybrid model (online courses + travel), please provide details here.

12. Minimum Requirements for Compressed Academic Programs (*)
    Please read the Academic Programs and Planning Compressed Academic Programs Policies and Guidelines, and outline how your program meets the requirements for minimum program duration.
    Direct Link to Policies
    Or access the information under SELF-SUPPORT PROGRAM PERSONNEL POLICIES at the Faculty Resources page on the study abroad website.

13. Calendar Days Between Start and End of Instruction (*)
    What is the number of calendar days between the first and last day of instruction on your program? Please count all consecutive calendar days between the first and last day of instruction, including weekends and days when there are no classes.

14. Breaks, Long Weekends, and Local Holidays (*)
    Please indicate the dates of any anticipated breaks (e.g., fall/Thanksgiving break), planned long weekends, and/or local holidays when there will be no class.

15. Location (*)
    What is the proposed location of the program (city and country), and why was this site selected? If your program involves multiple locations, please provide details here.

16. Anticipated Activities, Day Trips, and Overnight Excursions (*)
    Outline locations and dates for any activities, day trips, and/or overnight excursions.

17. High Hazard Locations (*)
    Does your proposed program include any high hazard locations? To check on the status of your location(s), including locations of day trips and overnight excursions, select 'High Hazard Countries' from the left menu bar at abroad.calpoly.edu. If yes, provide a justification as to why any high hazard destinations have been selected, and describe specific security/safety measures that will be taken.

18. Funding Model (*)
    Is this program proposed as Self-support (EPaCE) or Stateside?
    - *Self-support programs operate through Extended Education/EPaCE during the regular academic quarters or during the summer. A self-support program budget is built by Global Programs staff at the International Center. Students pay a Global Program fee that includes instructional, living, administrative, and program activity/support costs. Extended Education compensates the faculty member for instructional and Resident Director WTUs as part of the Global Program fee paid by the students; other faculty costs (e.g., airfare, housing, meals, transportation, etc.) are also covered by the Global Program fee paid by the students.*
    - *Stateside programs operate as part of the regular department/college funding structure during the fall, winter, or spring quarter. Stateside programs are not run during the summer. A stateside program budget is built by Global Programs staff at the International Center. Students pay regular Cal Poly tuition, plus a Global Program fee that includes living, administrative, and program activity/support costs. Faculty receive their normal teaching salary and benefits through their department/college as if on campus. Other faculty costs (e.g., airfare, housing, meals, transportation, etc.) are covered by the Global Program fee paid by the students.*

CPGP Questionnaire #3. Curriculum Vitae Upload
(*) Indicates the question is required.

1. Faculty Leader CV (Upload PDF) (*)
   Using the interface below, please upload your current CV. If multiple faculty are leading the program, please upload the CV for each one.

CPGP Questionnaire #4. Department/College Approval Letter Upload
(*) Indicates the question is required.

1. Department and College Approval Letter (Upload PDF) *(*)*
   Download the Department and College Approval Letter here:
   CPGP_Dept-College_Approval-Letter

   Once the letter has been completed and signed by your Department Chair and College Dean, scan and upload it using the interface below.

   When asking your department and college representatives to sign the letter of support, it is recommended that you provide them with a summary of your proposal/application form.

CPGP Questionnaire #5. Optional Supplemental Uploads

1. Optional Uploads
   If you have additional documents to supplement your proposal/application, please use this optional questionnaire to upload additional material(s). You may upload more than one file. Examples include the following optional items:
   - *Sample itinerary*
   - *Additional letters of support*
   - *Relevant email correspondence*

CPGP Questionnaire #6. Academic Information
(*) Indicates the question is required.

Please list the courses you propose to offer on the program. On Cal Poly Global Programs, all students on the program are required to take all of the courses offered on the program. For each course, please include the following information:
- *Course Prefix, Number, and Title (e.g., WLC-310 Humanities in World Cultures)*
- *Number of credit units (CUs) & number of weighted teaching units (WTUs)*
- *Number of minimum required contact hours for each class (e.g., most 4-unit Lecture courses require 40 contact hours)*
- *GE area and/or Major/Minor requirement course satisfies at Cal Poly (including any pre-approved Major/Minor course substitutions)*
- *Catalog description (official)*

IMPORTANT NOTES:
- *If a course is from a department other than your own, attach an approval memo you have obtained from the appropriate department chair permitting you to teach the course on the proposed program. Attach your supporting documentation in the Optional Uploads section.*
- *If there are multiple Faculty Leaders, indicate which faculty will teach (or co-teach) each course.*

- *If more than one section of a course will be offered, indicate how many sections are needed (include the min/max group size of each section).Indicate if a course and/or course subtopic does not yet appear in the catalog.*
- *Indicate if any of the courses will be taught or co-taught by faculty from a local host institution. Note that local instructors will be required to provide a CV, syllabus, and letter of support from the pertinent Cal Poly department chair. Specify the Cal Poly faculty member who will serve as the instructor of record for any courses taught by local instructors (you can volunteer to do this, or in some cases the chair of the course-offering department can be asked to volunteer for this role).*

1. Course 1 Information (*)
   Please carefully follow instructions provided above.

2. Course 1 Syllabus Upload (*)

3. Course 2 Information
   Please carefully follow instructions provided above.

4. Course 2 Syllabus Upload

5. Course 3 Information
   Please carefully follow instructions provided above.

6. Course 3 Syllabus Upload

7. Course 4 Information
   Please carefully follow instructions provided above.

8. Course 4 Syllabus Upload

9. Course 5 Information
   Please carefully follow instructions provided above.

10. Course 5 Syllabus Upload

11. Learning Objectives (*)
    Please describe the purpose and learning objectives of both the overall program and the individual courses.

12. Intercultural Learning (*)
    Please describe ways in which you will incorporate intercultural learning into your coursework.

13. Anticipated Class Schedule (*)
    What is the anticipated class meeting schedule for your proposed courses (what days/times will each class meet)? For approximately how many hours will each class meet per week?

CPGP Questionnaire #7. Competitive Priorities

(*) Indicates the question is required.

Proposals for new Custom Cal Poly Global Programs are reviewed on a competitive basis. Preference will be given to proposals that comprehensively address the competitive priorities listed below.

1. Competitive Priority #1: STUDENT PARTICIPATION (*)
   What are your target audiences, and how does your program have the potential to garner a sufficient number of Cal Poly student participants (18-24 students for one Faculty Leader, or 25-50 students for two Faculty Leaders)? Indicate the number of students in the majors and minors that you will target, and specify the total size of your applicant pool. Please note that the program fee per student will be greater on programs that have low minimum enrollments. Self-support programs offering fewer than 8 units need to garner a minimum enrollment of 30 students.

2. Competitive Priority #2: RECRUITMENT STRATEGIES (*)
   Indicate your intentions to actively engage in student recruitment on campus during the 3 quarters leading up to the start of your program. Describe how you intend to reach your target audiences to garner sufficient enrollment for this program. Recruitment efforts can include, but are not limited to the following: making classroom announcements, hosting Info Sessions, sending announcements via your department's e-newsletter and social media platforms, reaching out to student groups, enlisting returnee ambassadors, and coordinating with the International Center for targeted email blasts, promotional videos, and print materials. See the CPGP Marketing Toolkit for additional outreach recommendations. If you will not be on campus during the three consecutive quarters leading up to the start of your program, please indicate that here and describe how you will effectively recruit participants when you are not on campus.

3. Competitive Priority #3: CURRICULAR DEMAND (*)
   How does this program address curricular areas not supported by existing Cal Poly Global Programs and other Cal Poly approved study abroad programs? Are the courses you are proposing in high demand here on campus? View the current list of Cal Poly Global Programs.

4. Competitive Priority #4: GEOGRAPHIC DEMAND (*)
   How does this program offer opportunities in countries or regions in which Cal Poly has few or no study abroad programs? If there are other programs in this geographic area, provide justification for proposing this program in this particular location. Browse Cal Poly approved study abroad programs.

5. Competitive Priority #5: ACCESSIBILITY & INCLUSION (*)
   How does this program provide opportunities for increasing the accessibility of study abroad, with particular emphasis on students of limited economic means and students in underrepresented populations (e.g., students in STEM fields, students from low-economic backgrounds, transfer students, students of color, students with disabilities, etc.)?

6. Competitive Priority #6: ETHICAL TRAVEL (*)
   To what extent does your program explore the topics of decolonizing study abroad, exploring

intersectional identities, and/or understanding privilege? In what ways does this program offer opportunities for students to engage ethically in experiential learning and/or research, service learning, volunteer activities, community involvement, or other activities?

CPGP Questionnaire #8. Logistical Considerations

(*) Indicates the question is required.

1. Service Provider / Host Institution (*)

   Custom Cal Poly Global Programs are required to employ the services of a professional Service Provider. There are several well established and trusted organizations that fulfill this function on existing Cal Poly Global Programs. Please share any information about a potential Service Provider / Host Institution for your program. Include contact information. If you have not yet identified an appropriate service provider / host institution and would like assistance from the International Center, please indicate that here. The International Center works with an approved list of contracted Service Providers to arrange on-site logistics for Cal Poly Global Programs. If proper justification is provided, the International Center may approve Service Providers outside of the approved contracted list. Please note that prospective Service Providers must submit competitive bids for their proposed services; at least three Service Providers must bid on any new Global Programs.

2. Housing & Meals (*)

   Describe the housing & meals needs for yourself and the students. Include your vision for any group meals (e.g., group meals for Welcome & Farewell), meals during any day trips or overnight excursions, any meals included in the housing (e.g., breakfasts at the hotel, meals at the homestays, etc.). Indicate which meals are expected to be handled by students on their own, and what options students have for such meals (e.g., supermarkets, farmers markets, budget cafes and restaurants, etc.)

3. Academic Facilities (*)

   Describe the classroom space, equipment (computer, data projector, etc.), and other facilities needed during the program. Indicate if wi-fi in the classrooms is needed, or if students will need access to computer labs, libraries, or other facilities. Approximately how many hours per week will you need dedicated classroom space arranged by the Service Provider?

4. Transportation (*)

   Describe the type of daily transportation that students and faculty will use during the program (e.g., walking, busses, metro, taxis, etc.). Please list other transportation needs, including those for day trips and excursions.

5. Technology & Communication (*)

   Please comment on the following points:
   - *Do you recommend that students bring personal laptops on this program? Explain.*
   - *What is the best way for students to use their personal cell phones locally? Do they need to purchase local phones or sim cards?*
   - *Are there other types of technology that can be used for communication on this program (e.g., Facebook group, WeChat, GroupMe, etc.)?*

- *Do you plan to use your current cellphone on the program, or purchase a local phone?*

CPGP Questionnaire #9. Health & Safety
(*) Indicates the question is required.

1. Location-Specific Considerations (*)
   After reviewing the Department of State and CDC information about the proposed country, describe any health and safety concerns associated with the location (i.e., altitude, unsafe water or food, remote location, high crime areas, gender-specific concerns, etc.). What measures will you take to maintain the health and safety of the group, and to address the DOS and CDC considerations for your destination?

   DOS: travel.state.gov
   CDC: www.cdc.gov

2. Access to Medical Services (*)
   Describe what type of access students and faculty will have to local medical services and facilities (e.g., hospitals, clinics, pharmacies, etc.).

3. On-Site Protocols (*)
   If you have proposed a new Service Provider / Host Institution, please describe its protocols for proactive planning, crisis response, and support for health and safety concerns.

4. Cultural Considerations (*)
   Describe any cultural factors that may affect the safety of LGBTQIA+ students, students of color, students with disabilities, women, and other sensitive populations.

5. Accessibility Challenges (*)
   How is this program accessible to students with mobility disabilities and/or other disabilities (e.g., hearing or vision impairment, learning disabilities, etc.)? Please explain any limiting or prohibitive factors that may provide challenges for students with disabilities, noting that we aim to design programs that are as inclusive as possible.

6. Export Compliance Requirement (*)
   Federal regulations govern international transport of certain technology, data, and information. You are responsible for verifying the applicability of export control and licensing regulations to their work, and for compliance with applicable requirements. After completing the Adobe PowerForm you will receive an email with a copy of your Export Compliance approval or denial/recommendations document. Please upload that document here.

CPGP Signature Document #1. CPGP Faculty Handbook

Please review the [CPGP Faculty Handbook](). After you have read this resource, please direct any questions to the Global Programs staff at the Cal Poly International Center.

Please sign below electronically to indicate that you have read this resource.

Thank you.

CPGP Signature Document #2. International Group Leader Agreement

International Group Leader
AGREEMENT

The planning and preparation involved in implementing an international program through Cal Poly (either a Cal Poly Global Program or an International Group Trip) is a detailed and time-sensitive process for both the Program Leaders and for the staff members in the International Center. Prior to departure, the International Center informs Group Leaders of the resources available to them for conducting and leading a successful Cal Poly program abroad. Faculty and staff leading groups abroad must review the referenced documents, participate in a workshop on leading groups abroad, and complete this Agreement. The agreement was developed to provide transparency in the roles and expectations of the international Group Leader.

Key Policy and Procedural Agreements

I understand that, as a Group Leader for a Cal Poly international program, I am expected to:

1. *Coordinate with the International Center staff and Service Provider staff all on-site logistics, and assume ultimate responsibility on-site for the execution of logistics.*

2. *Complete all of the Group Leader pre-departure requirements in a timely manner.*

3. *Attend a Group Leader Preparation Workshop offered by the International Center. Attendance must be on file before a Program Leader may depart for a program. Program approval is contingent upon completion of the Preparation Workshop and related online training. Group Leaders must attend a Workshop each year during which they are leading students abroad.*

4. *Lead or co-lead a Pre-Departure Orientation (or series of pre-departure meetings) and an Arrival Orientation for student participants to cover health and safety information (including known health and safety risks of the local environment; information on any required or recommended vaccinations; information from the State Department website; communication and emergency protocols; preventative measures against sexual assault, medical services and insurance abroad, etc.); expectations of conduct for students on Cal Poly programs and consequences of noncompliance; legal, environmental, political, cultural, and religious issues in the host country; and the responsibilities of participants on the proposed program.*

5. *Review and obtain necessary visas or residence permits, if required. Notify all travelers that they must have valid passports that will remain valid for at least 6 months (please review the*

specific requirements for your country/ies of destination) after the planned return date and that there are no stamps in passports that may present problems for the intended travel.

6. *Supply the International Center with complete contact information while in country, as well as a detailed calendar of activities for the program. Understanding that the Group Leader is the main emergency responder 24/7, you must carry a cell phone for the duration of the program, and provide the International Center and student participants with that cell phone information as soon as it is available.*

7. *Complete the Travel Companion information for spouses/partners and any dependents (if applicable). Note that when traveling abroad, the Group Leader is responsible for students and should not be the primary care giver to friends or family members not associated with the Cal Poly program.*

8. *Follow the Cal Poly Global Health & Safety Plan in the event of a crisis (major or minor), including contacting International Center staff immediately in the event of student illness, hospitalization, or other serious incident. Review the self-guided Training Module on Crisis Prevention, Preparedness, and Response.*

9. *Submit an online Incident Report to the International Center for any incidents involving student disciplinary action; arrest of participant; any crime perpetrated against a participant, Group Leader, or on-site staff or on university property abroad; student illness (physical or mental) or injury to a participant; death of a participant; or any other major incident, immediately following the (initial) resolution of the incident.*

10. *Understand that my Group Leader eligibility is contingent upon satisfactory conduct standing and that my personnel records may be accessed and reviewed by Academic Personnel, Human Resources, or the Cal Poly International Center Director. Additionally, program approvals are contingent upon a review of my proposal, expertise and experience at the proposed destination, evaluations and other measures of success of international programs I have led previously, and ability to provide thorough and complete information in a timely manner. Group Leader duties may also require successfully passing a background check per* CSU Coded Memorandum HR 2017-17. *My eligibility to travel abroad with students may be revoked by CAL POLY at any time for failure to maintain and uphold good conduct standing or other provisions in this agreement.*

11. *Carry out the Group Leader duty to appropriately manage students traveling abroad as a group. Specific responsibilities include identifying and mitigating risks, organizing and accompanying program participants during program activities and excursions, ensuring that appropriate arrangements are in place, and responding to emergencies. **Additionally, I affirm that as a Program Leader I will model good and appropriate behavior including, but not limited to, responsible alcohol consumption, full participation and attendance in activities and being present for the duration of the program, evincing intercultural sensitivity and respect, displaying appropriate boundaries with students, and providing a respectful and engaging environment for academic, cultural and personal learning for all.***

***Additionally for Cal Poly Global Program Faculty Leaders**, **I understand that I am expected to**:*

1. *Follow the program's specific final budget as set after the program enrollment is finalized, and abide by Cal Poly and CSU financial and accounting rules in the administration of the program. Changes to the budget and additional expenditures are only allowed with the advance approval of the Director of the International Center.*

2. *Understand if the program is based on a Self-Support or Stateside model and therefore how I will be compensated, according to the details provided in the Program Development Guide. Comply with all of the policies and procedures including those outlined in the Faculty Handbook for Cal Poly Global Programs.*

3. *While abroad, submit weekly status reports via email to globalprograms@calpoly.edu. After the end of the program, submit a record of travel expenses (with receipts) to the International Center within 7 days, and a Post-Program Report within 30 days.*

After submission of this Agreement, I will not alter my plans to lead this program except for an unforeseen and major personal or family emergency that makes my participation impossible (e.g., serious illness, death in the family, and similar crises).

By electronically signing this document, I am acknowledging my commitment to lead the proposed program. I am also indicating my agreement to all of the terms and policies noted above.

CPGP Signature Document #3. Program Development Guide

Future Cal Poly Global Program Faculty Leaders are asked to review the CPGP Program Development Guide.

Please sign below electronically to indicate that you have read this resource.

After reading the Program Development Guide, please direct any questions to the Global Programs staff at the Cal Poly International Center.

Thank you.