

CAL POLY GLOBAL PROGRAMS

PROGRAM DEVELOPMENT GUIDE



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CAL POLY
SAN LUIS OBISPO
International Center

Table of Contents

Welcome to Cal Poly Global Programs	3
Cal Poly Global Programs Staff	
Call for Proposals	4
Competitive Priorities	
Selection	
Deadlines	
Submit a Proposal	
Timeline for New and Renewing Programs	5
Getting Started	
Approved Proposals	
Final Proposal Routing	
Marketing	7
Student Eligibility	
Faculty Compensation	8
International Travel Companion Policy	
Role of the Service Provider	10
Frequently Asked Questions	12

Welcome to Cal Poly Global Programs

The Cal Poly International Center facilitates the development of Cal Poly Global Programs that integrate well with the campus curriculum and meet the strategic objectives of the institution, colleges, and departments. Cal Poly Global Programs are faculty-initiated and faculty-led opportunities that allow Cal Poly faculty to teach Cal Poly courses abroad. Study abroad is often a milestone in a student's college career, and the International Center relies on the participation of faculty to add cultural depth and meaning to the academic experience for students. Cal Poly Global Programs are administered by the International Center in partnership with Cal Poly Extended Education, faculty and staff, department chairs, college deans, and professional service providers.

Cal Poly Global Programs are an important component of study abroad opportunities sponsored by Cal Poly. For this reason, the International Center has adopted standardized guidelines for program development. We appreciate the time and effort that faculty and staff give on behalf of our students to develop and implement programs abroad. Please feel free to address any questions you may have about the process to the Cal Poly Global Programs staff listed below.

Cal Poly Global Programs Staff

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Call for Proposals

The Cal Poly International Center promotes and supports international education opportunities for faculty and students by administering well-designed and academically rigorous study abroad programs. Cal Poly Global Programs offer Cal Poly courses taught by Cal Poly faculty in many locations worldwide. Faculty, working collaboratively with the International Center, choose location, courses and program-related excursions.

Preference will be given to proposals that address the competitive priorities listed below.

Competitive Priorities

Program requirements:

1. Course(s) fulfills major, minor, or general education degree requirements
2. Adheres to the two (2) units per week maximum and, for self-support programs, offers more than four units
3. Has potential to garner sufficient student interest for 20-24 participants
(Note: programs may warrant two faculty leaders if enrollment numbers reach 25 or more students)

Program preferences:

1. Proposes locations in which the faculty has experience and expertise
2. Addresses curricular areas not supported by existing Cal Poly Global Programs
3. Offers opportunities in countries or regions in which Cal Poly has little or no current study abroad programming
4. Provides 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 of color, students with disabilities)

Faculty requirements:

1. Faculty must have had a full-time appointment at Cal Poly for at least two years
2. Faculty member(s) must be teaching on campus for at least two quarters prior to departure or otherwise demonstrate the ability to effectively recruit students
3. Faculty must have the support from the department chair and college dean

Selection

Program proposals are reviewed by the International Programs Committee and recommended for selection to the Director of the Cal Poly International Center.

Deadlines

November 15, 5:00 p.m. for winter, spring break, and spring programs
April 1, 5:00 p.m. for summer and fall programs

Submit a Proposal

The CPGP Proposal Form is now a completely online process. To start a proposal, click the 'Proposal Form' button from the Cal Poly Global Programs page at abroad.calpoly.edu (under 'Teach Abroad'). A complete Proposal Form includes the following required items:

- CPGP Faculty Agreement signature document
- Program Information questionnaire
- Academics questionnaire
- Competitive Priorities questionnaire
- Faculty Experience questionnaire (includes CV upload)
- Department & College Approval letter

Please note that some application components are waived for faculty proposing programs that have been approved for a 3-year cycle by the International Programs Committee.

Faculty planning to propose new programs are encouraged to meet with the Global Programs staff to discuss the proposal process in advance of the deadline. Contact globalprograms@calpoly.edu.

Timeline for New and Renewing Programs

Getting Started

The International Center calls for Proposals for new and renewing Cal Poly Global Programs (i.e., programs conceived of and led by Cal Poly faculty members) twice each year. The two annual cycles of deadlines for proposals are shown below.

Due to the labor-intensive nature of developing new programs, late submissions will be considered in the following year's round. If you would like to request an exception to this deadline policy (e.g., if grant funding emerges suddenly and needs to be used more quickly than this timeline allows), please consult Dr. Cari Moore, Director of the International Center. Only the Director has the authority to override deadlines listed below.

The review process is competitive. The International Programs Committee (IPC) vets all proposals and recommends either acceptance or denial to the Director of the International Center. The committee and the IC Director may each independently elect:

- To approve a proposal/renewal as it is,
- To require some revisions or additional information with a new deadline, or
- Not to advance the proposal for the current cycle (though this decision does not preclude the faculty member/s from revising and re-proposing in a subsequent round).

The first step is to submit an online Proposal to the CPIC.

Approved Proposals

Once a program has received initial approval, faculty members will be asked to complete various post-decision requirements in abroad.calpoly.edu. For approved proposals, faculty will be prompted to enter specific information online about program logistics. In this phase, it is standard for faculty to have several in-person meetings and regular email communication with the International Center staff member assigned to the program. Using the information provided by the faculty, IC staff members will complete a Final Proposal, including a proposed program budget and Service Provider information. After the Final Proposal has been prepared by the IC staff, the faculty leader(s) will be asked to review and sign the document, and to obtain signatures from the appropriate Department Chair and College Dean.

Post-decision requirements for approved proposals at abroad.calpoly.edu include:

- Complete all Logistics questionnaires: Itinerary & Excursions, Academics, Service Provider, Health & Safety, Marketing & Recruitment
- Attend a Faculty Training Session (in-person or online)
- Complete the Crisis Preparedness and Response Training Module
- Review the Crisis Response Plan
- Review the CPGP Faculty Handbook
- Complete all signature documents: Assumption of Risk & Release Agreement, Travel Companion Agreement, Release of Liability, Sudden Change of Condition, Traveling with Devices and Connecting to the Internet
- Complete all travel forms: Travel 1A, Travel Companion Form, Travel Insurance Request

All post-decision requirements at abroad.calpoly.edu must be completed prior to departure. Some post-decision requirements are waived for faculty proposing programs that have been approved for a 3-year cycle by the International Programs Committee.

Final Proposal Routing

Once the Final Proposal has been approved by the Department and College, it will be routed by the CPIC staff for official campus approval. The Final Proposal is routed through several campus offices, as shown below. The campus approval process can take up to six (6) weeks to complete.

1. Director, International Center

- Overall review of program quality
- Reviews the feasibility of budget and enrollment targets (in collaboration with Extended Education for self-support programs and department chairs/associate deans for Stateside programs)
- Reviews study site, housing arrangements, excursions/field trips, and health and safety issues
- Reviews proposal with the International Programs Committee

2. Risk Management

- Confirms that activities (excursions, community service, transportation, etc.) meet safety standards of Cal Poly
- Reviews location to ensure the location is not on the [high hazard list and/or the US Department of State Travel Warning List](#). These locations require an exception to be granted by the President and the Chancellor

3. Budget

- The Campus Fee Advisory Committee's primary role is to provide advice to the President regarding proposals to adjust, eliminate or consolidate existing fees or establish new fees, and all such advice must be consistent with existing statutes and provisions of bond indentures.

4. Vice Provost for International, Graduate and Extended Education

5. Provost and Executive Vice President for Academic Affairs

6. **President** – Required for programs on the high hazard list and/or the U.S. Department of State Travel Warning List

Once the Final Proposal is fully approved, the student budget may be posted online and the online application may be opened to students.

NOTE: In order to ensure program continuity and address budgetary constraints, Cal Poly reserves the right to reschedule, combine, or cancel programs; to alter or discontinue curricula; and to assign new instructors.

Marketing

Primary responsibility for the recruitment of students rests within the Faculty Leader(s). Ideally, Faculty Leaders will have the capacity to recruit a number of student applicants that exceeds the minimum participants needed for the program to run, and which allows for a natural rate of attrition. Additionally, the CPIC staff and Cal Poly International, Graduate, and Extended Education marketing team are available to assist in recruiting efforts by producing marketing materials for each program. Faculty Leaders will be asked to provide content for an online program brochure on the International Center's website and to hold a minimum of two on-campus Info Sessions with assistance from the CPIC staff. It is helpful for Faculty Leaders to prepare a slideshow to share with students at Info Sessions; CPIC staff can provide a presentation template and can co-present at Info Sessions as available.

Faculty recruiting for programs that have met initial approval will be asked to submit the following:

- Personal image (head shot)
- Brief bio (50 words or less)
- Program description
- Images of the location, including images of faculty onsite

Faculty are encouraged to engage in other marketing and recruitment efforts as needed. Methods employed typically include making brief program announcements in relevant classes, hosting office hours to meet with interested students, promoting the program at the annual Study Abroad Fair, promoting the program at relevant department or college events, promoting the program to relevant student groups or clubs, announcing the program in the department email newsletter, and more.

Student Eligibility

To participate on a Cal Poly Global Program, all students must have an overall GPA of 2.50 and be in good academic and disciplinary standing at the time of application and the quarter prior to departure. Faculty may opt to include additional student eligibility requirements as appropriate for the program (e.g., junior standing).

Courses for Global Programs may require prerequisites. Faculty may choose to waive prerequisites but will need to inform the International Center in writing about this decision.

Faculty Compensation

The Cal Poly International Center adheres to existing policies on faculty compensation for teaching on Cal Poly Global Programs. All faculty and staff receiving compensation for work related to Cal Poly Global Programs must have a designated role in the program. Funding for additional faculty or staff is typically justified when program enrollment reaches 25 or more students. Likewise, at 36 students, an additional faculty, staff or on-site administrator is justified. Exceptions to this policy may be allowed if the program location requires additional attention to health, safety, and/or other program logistics.

Faculty Salary – Instruction

- In Stateside programs, faculty receive their normal teaching salary and benefits. These faculty will be compensated through their department as if they are teaching on campus.
- All other programs are referred to as Self-Support (Extended Education), and instructional pay is calculated at a rate of 1/45 of the faculty salary per weighted teaching unit (WTU), with adjustments in units for additional workload. Please refer to the policies outlined in the [Self-Support Program Personnel Policies](#) document.

Faculty Salary – Resident Director

- Faculty work collaboratively with the International Center and Service Providers to maintain program cohesion and adheres to all Cal Poly policies and procedures for study abroad. Compensation is given as 'assigned time' WTU on the following basis:
- 1 WTU for programs 5 weeks or less
- 2 WTUs for programs 6 to 12 weeks
- 3 WTUs for programs greater than 12 weeks

Individuals who are not faculty or staff who fill the role of resident director must demonstrate their credentials, be properly vetted by Cal Poly, and will be compensated commensurate with experience.

Faculty who receive departmental financial support or release time for their role in developing or leading a program will not receive financial compensation from the International Center for the role of resident director on a program.

Consultant

Occasionally individuals are approved by the Director of the International Center and/or the Executive Director of Extended Education to serve in a consultancy capacity.

- Individuals who are not faculty or staff who fill the role a consultant must demonstrate their credentials, be properly vetted by Cal Poly, and will be compensated commensurate with experience.

Travel expenses

- Airfare - economy, round-trip from San Luis Obispo
- Per diem (rates are “up to” or maximum allowances)
 - Programs lasting 30 days or longer per diem is based on 30% of the [U.S. Department of State Foreign Per Diem](#)
 - Programs lasting less than 30 days, per diem is based on the ‘up to’ amounts for the U.S. Department of State Foreign Per Diem, as determined by the International Center
- Housing – single room occupancy
 - Program duration of 30 days or longer, faculty are expected to live in accommodations with a kitchen
 - Program duration of less than 30 days, faculty may live in a hotel, and a housing allowance will be determined by the International Center
- Travel insurance – faculty and program staff are provided travel-related routine and emergency medical insurance, as well as disaster and political evacuation coverage, through ACE USA Travel Assistance Program

International Travel Companion Policy

This policy applies to situations when faculty, staff, or administrators who are traveling abroad for purposes relating to their employment and wish to take one or more companions with them, including spouses/partners, non-family members, and/or dependent children.

1. Any employee of Cal Poly who undertakes to lead or otherwise provide primary service in the leadership of a study tour or study-abroad experience (with students, faculty, alumni, etc.), does so with the full and complete understanding that their duties in that leadership role take precedence over their obligations to any traveling companions. Furthermore, traveling companions understand that no special privileges accrue due to their status as a family member.
2. Minor-aged children (<18 years old) must be accompanied by an adult caretaker who is not associated with the employment purposes of the trip, e.g., the spouse of the employee. This is to eliminate the possibility that the employee would have to leave his/her students to care for the child in an emergency.
3. The employee bears full personal financial responsibility for any additional costs incurred on behalf of the companion(s), including, but not limited to, travel, accommodations, insurance, food, travel agent fees, local transportation, and tickets for excursions.
4. All travel companions must be insured. In most cases this will require the employee to reimburse the State or other operating account for the cost of the insurance policy.
5. All companions must sign and submit a travel companion form and liability release. An adult caretaker will need to complete the form on behalf of any minor-aged children.
6. The employee is responsible for informing the University in a timely manner in advance of the departure date that he/she intends to bring companion(s), and provide the appropriate information about the companions to campus authorities.

Role of the Service Provider

The best practice in the field of international education is to employ the services of a professional service provider organization. There are now a number of very well established and trusted nonprofit and for-profit organizations that fulfill this function. Use of a service provider address three key concerns:

(1) It captures all program planning and logistics in a single contractual agreement, reducing the burden of contracting for numerous necessary services (accommodations, excursion buses, etc.), the burden of receipt collection for the Faculty Leaders, and the burden of selecting appropriate companies for accommodations, tour operators, etc.

(2) It significantly reduces the logistical burden on Faculty Leaders while in the field, particularly since most service providers include the on-site support of a staff member throughout the program period, leaving Faculty Leaders freer to focus on the program curricula, student life matters, and the intercultural engagement mission.

(3) It significantly mitigates the liability of both the institution and the individual Faculty Leaders, as much of the program's liability burden is transferred to the service provider agency.

The service provider will work with the Cal Poly International Center, both pre-departure and on-site, to develop Cal Poly Global Programs. While service providers customize their services to fit the needs of Cal Poly and our Faculty Leaders, please note not all requests can be accommodated.

Expectations of service provider

- Financial stability
- Health and safety planning/implementation
- Positive references
- Invoices in USD and agreements/MOUs in English
- Strong network of resources abroad: student and faculty housing, transportation, faculty and student services, academic services, 24/7 emergency contact, cultural activities and excursions
- Flexibility and accessibility

Typical arrangements handled by service providers

- Local transportation, including airport transfers
- Housing accommodations for students and faculty
- Facilities needs (classrooms, labs, studios, etc.)
- 24/7 emergency plan and assistance
- Excursions and cultural activities

Service Providers – Current Locations

The Service Providers listed below include RFP Contracted Service Providers, Contracted Service Providers, Partner Institutions that act as primary service providers on faculty-led programs, and new un-contracted service providers. Additionally, some programs utilize secondary service providers or vendors (not listed here).

New Service Providers must be vetted by the International Center, Extended Education, and Risk Management. They must provide vendor data, proof of adequate insurance coverage, and

copies of their comprehensive health and safety plans. The International Center ultimately makes the decision of the service provider to be used on each program, based on a competitive bid process.

- **Academia Hispano Americana (AHA)** – Mexico
- **AIA Rome** – Italy
- **AIFS Study Abroad** - Argentina, Australia, China, Costa Rica, Czech Republic, France, Germany, Ireland, Italy, New Zealand, Peru, Russia, South Africa, Spain, UK
- **American Universities International Programs Limited (AUIP)** - New Zealand
- **Chiang Mai University** – Thailand
- **Cultural Experiences Abroad (CEA)** - Argentina, Chile, China, Costa Rica, Czech Republic, England, France, Germany, Ireland, Italy, South Africa, Spain
- **CIEE** - Argentina, Australia, Belgium, Bonaire, Botswana, Brazil, Chile, China, Costa Rica, Czech Republic, Dominican Republic, England, France, Germany, Ghana, Hungary, India, Ireland, Israel, Italy, Japan, Jordan, Mexico, Morocco, Netherlands, Peru, Poland, Portugal, Russia, Senegal, South Africa, South Korea, Spain, Sweden, Taiwan, Tanzania, Thailand, Turkey, United Arab Emirates
- **CIS Abroad** - Argentina, Australia, China, Costa Rica, Czech Republic, Ecuador, England, France, Germany, Ghana, Greece, Ireland, Italy, New Zealand, Oman, Peru, Scotland, South Africa, Spain, Thailand
- **ComunidadConnect** - Nicaragua
- **Foundation for International Education** - United Kingdom
- **G Adventures** - Africa, Asia, Australia & New Zealand, Central America, Europe, North Africa & Middle East, North America, Polar Regions, South America
- **Global Tracks** - Asia, Africa, Europe, North America, South America
- **International Studies Abroad (ISA)** - Argentina, Australia, Belgium, Brazil, Chile, China, Colombia, Costa Rica, Czech Republic, Dominican Republic, England, Fiji, France, Germany, Greece, India, Ireland, Italy, Japan, Jordan, Morocco, New Zealand, Peru, South Africa, South Korea, Spain, Thailand
- **Los Arcos Study Center** – Mexico
- **SAS Travel** - Peru
- **Spanish Studies Abroad** - Argentina, Spain, Puerto Rico, Cuba
- **The Education Abroad Network (TEAN)** - Australia, New Zealand, Singapore, South Korea, Thailand, Vietnam
- **University of Adelaide** – Australia
- **University of Valladolid** – Spain
- **Vilnius Gediminas Technical University** – Lithuania
- **World Strides** – North and Central America, South America, Europe, Asia, Africa, Oceania
- **Zhejiang University of Technology** – China

Frequently Asked Questions

What is a Cal Poly Global Program?

A Cal Poly Global Program is a study abroad program that offers Cal Poly classes taught by Cal Poly faculty. Cal Poly Global Programs are administered by the International Center in partnership with faculty and staff.

How many programs does the International Center support on a yearly basis?

The Cal Poly International Center can support 20-25 programs annually.

What is the International Programs Committee?

The primary purpose of the International Programs Committee is to review and recommend for approval to the Director of the International Center new and ongoing, credit-bearing study abroad programs. The recommendation for approval will focus on the curriculum of Cal Poly study abroad programs, including an evaluation of the mode of instruction and academic standards of each program, and taking into account the international context and appropriate learning outcomes. The committee will also evaluate the co-curricular elements and the overall merit of program proposals/reviews to ensure they meet Cal Poly, CSU, and international education industry standards.

What does the International Center hope to see in a strong program proposal?

Proposals should strive to meet all of the competitive priorities listed. In addition, the International Center is looking for proposals with the potential to succeed, as determined by sufficient enrollment and by providing influential intercultural and academic experiences for Cal Poly students. Strong proposals consist of innovative program ideas, connections between coursework and program location, and ability to appeal to one or more subpopulations of Cal Poly (majors, minors, club interest, etc).

If I have offered a program in the past, do I still have to go through this process?

Yes. The Cal Poly International Center requires all new and renewing programs to follow the same timelines and review process. If a program has successfully run in the past with the same courses and in the same location, the review process may be reduced, but the International Center will still need to develop a new budget and itinerary for each academic year.

Why are there deadlines to submit proposals?

Deadlines help facilitate the timely development and implementation of Cal Poly Global Programs as well as allot staff time for each program during each stage of development. The staff is available at any time to answer questions and provide assistance throughout the process.

Why should faculty work with the International Center when developing a study abroad program?

Why can't faculty do this independently?

The International Center is charged with following policies and procedures, as well as standards of good practice in the field of international education, when faculty and staff members take students abroad. The role of the faculty is to ensure the program is academically rigorous, that excursions offered are integrated in the learning process, and that the program is led effectively in the host country. With the end goal being a successful program, the International Center works collaboratively with faculty and staff to provide quality experiences for students.

What role do my department or college play in my involvement with a Cal Poly Global Program?

Faculty proposing a Cal Poly Global Program must gain preliminary approval from their department chair and college dean in order to have their program considered. The International Center seeks this support in order to verify the need or desire for the program and to ensure that it is part of the strategic plan for the department, college and/or university. Additionally, the department chair and college dean will verify that the faculty member maintains positive student evaluations and/or other indicators of teaching effectiveness, and that the faculty has permission to teach abroad during the proposed program period. Moreover, the department and college can assist in promotion, advising, and general support of the proposed study abroad program.

What type of courses are preferred for Cal Poly Global Programs?

Faculty should strongly consider the type of course(s) offered on the program, as it determines the ultimate success of the program. Courses offered should pertain to the desired location as much as possible. Cal Poly Global Programs provide the opportunity for 'Learn By Doing' experiences for students, so the coursework should be related to the on-site excursions and cultural activities available. Faculty members should select courses that are in high demand, such as required major or minor and/or upper division General Education courses (areas C, D or F). If faculty are proposing more than one GE course, it is highly recommended that they offer a combination of courses, such as C4 & D5 or D5 & F.

Please note: faculty members hoping to teach a course offered in another college or department must receive approval from that college and department chair prior to submitting the proposal.

Can I go anywhere in the world? How do I choose the location for the program?

Cal Poly has a portfolio of pre-approved Service Providers with a broad range of program locations from which to choose. The location of the program should be pertinent to the courses being offered, reflect the expertise of the faculty, and be a desirable location for Cal Poly students. Program locations that are on the high hazard and/or the U.S. Department of State Travel Warning lists require Cal Poly President and Chancellor approval (during the final stage of approval). Faculty members wishing to utilize a service provider that is not pre-approved by Cal Poly need to meet with International Center staff to discuss the process for including a non-approved provider.

Can the International Center assist in program promotion?

One of the many benefits of working with the International Center is that Cal Poly Global Programs are advertised around campus year-round, including at Week of Welcome, annual study abroad fairs, weekly study abroad information sessions, and more. The International Center staff can also assist with program-specific Info Sessions, promotional materials, and student advising. The Cal Poly International Center, in collaboration with the International, Graduate and Extended Education marketing team, maintains program websites for all Cal Poly Global Programs where students can find program details and student applications.

How many students do I bring on a program? Is there a minimum? A maximum?

Faculty work with the International Center to set the minimum and maximum enrollment numbers. These numbers are based on expressed student interest, overall program costs, and desirability of location. Due to the pricing structure of Cal Poly Global Programs, the cost per student will decrease as enrollment numbers increase. For one faculty member, we suggest 16 to 24 students. For a group size of 25 students or more, we recommend two Faculty Leaders. If a program design prefers a smaller group size, a faculty member must explain why this is needed in their program proposal. Programs that do not meet minimum enrollment are subject to cancellation.

Can I propose a program that will only run once?

The International Center will accept proposals for programs that are 'once-off' programs. However, due to the labor-intensive nature of the program development process, a sustainable program model with plans for recurring programs will be given higher priority. If offering a program annually seems too cumbersome, faculty can consider partnering with another faculty member in their department or elect to run the program every other year.

What is the typical duration of a program? Is there a minimum or maximum length of time spent abroad?

A program duration will vary depending on the number of units offered. The International Center uses the 2-units-per-week model when developing a study abroad program. For example, a 4-week program should offer a maximum of 8 units, while a 6-week program should offer a maximum of 12 units.

How are Cal Poly Global Programs funded? What is the cost for students compared to a quarter at Cal Poly?

Students pay a program fee that covers all program costs, including Cal Poly International Center and Extended Ed administrative costs, service provider fees and faculty travel expenses. Program fees vary depending on program location, duration and units offered. Program fees on Self-support programs include faculty salary and student tuition; Program fees on Stateside programs do not include faculty salary or student tuition.

Is it possible to propose a program that is not based at a single site but rather travels to various sites throughout the program?

Yes, but with increased diligence and planning. The International Center has worked with faculty members to develop multi-destination programs. These programs require careful planning with service providers to ensure ease of transition from location to location, and they are also generally much more expensive for student participants. Faculty members are encouraged to discuss the multiple-destination program idea with the International Center prior to submitting an online proposal.

May I bring my family abroad with me?

Yes; however, there are certain aspects that Faculty Leaders must consider. Please refer to the Travel Companion Policy in this document for guidance.

How are books, supplies and classroom facilities arranged abroad?

Faculty members arrange for course textbooks and necessary supplies prior to departure, as they would while on campus. As to classroom facilities, faculty members work with the International Center and the service provider to determine needs and availability abroad.

What does the Resident Director role of the Faculty Leader involve?

A successful Faculty Leader must enjoy working with students, possess administrative skills, have the ability to work collaboratively with the International Center, and be adaptable to changes that occur while in country. Faculty Leaders must be comfortable advising students and taking disciplinary action if necessary. Diplomatic skills are required to establish good relations with representatives from overseas institutions.

Faculty Leaders may be asked to handle program funds and work with service providers to maintain cohesion of the program. Note that every Faculty Leader on a program has Resident Director responsibilities.

What services are available through a Service Provider?

The International Center works with Service Providers to handle on-site logistics. Service Providers handle housing options, transport needs, program excursions, and emergency support. Faculty, in collaboration with Service Providers, help determine appropriate housing for the program. Options may include homestays, university residence halls, apartments, hostels or hotels. The goal is to provide a central, safe location that is close to transport, restaurants and entertainment. Service providers arrange local transport for excursions, in-country flights, and potentially airport pick-up and drop-off. The Cal Poly International Center does not arrange international group flights to program sites; students and faculty are responsible for their own flight arrangements.

What sort of assistance, training, and ongoing support is provided for Faculty Leaders before the program? During the program? After the program?

Prior to departure—the International Center will:

- Collaborate with faculty on itinerary, adapted course curricula, and program excursions
- Provide a faculty training session (in-person and online formats available) and a list of topics to cover at students' pre-departure orientation
- Work with Service Providers to arrange logistics for faculty, staff, and students
- Coordinate state accounting travel forms with faculty
- Work with faculty to recruit students and market the program
- Collaborate on Pre-Departure Orientations for students and faculty
- Provide faculty with program assessment due at the program's end
- Take reasonable steps to assure that those who have problematic disciplinary or personal records not be allowed to participate in the program
- Monitor U.S. State Department alerts, health-related and safety issues, and convey pertinent information to appropriate administrators

During—the International Center will:

- Continue to monitor U.S. State Department alerts, health-related and safety issues, and convey pertinent information to appropriate administrators
- Act as lead contact in crisis intervention, coordinating all communication among the designated program leader and other faculty, participants, International Center, Crisis Response Team, and other administrative offices

After the program - the International Center will:

- Conduct student program evaluations
- Reconcile program accounts with faculty within ten days of programs' end
- Consult with faculty and receive their final written review of program

More questions?
Contact globalprograms@calpoly.edu.