



State University of New York College of
Environmental Science and Forestry

Short-Term International Academic Program Proposal

A complete International Academic Program Proposal will include:

- Endorsed *Short-Term International Academic Program Pre-Approval Form*
- Endorsed *Calculating the Program Fee Worksheet*
- Completed *Short-Term International Academic Program Proposal Cover Page*
- *Short-Term International Academic Program Proposal (including course syllabus and program itinerary)*

For your *Short-Term International Academic Program Proposal* please address the following items noted below as thoroughly as possible and in a separate document. Feel free to contact the Coordinator of International Education (oiie@esf.edu) for assistance or clarification. **Please return all forms to Office of International Education, 9 Old Greenhouse.**

After the Office of International Education and the Provost and Vice President for Academic Affairs reviews your proposal, it will be submitted to SUNY's Central Office of International Programs in Albany for final review and approval.

Important:

If this course is for summer session, please submit this form first before completing a course proposal form with ESF Outreach.

Academic Instruction

- Please list all individuals who will provide instruction and their qualifications as related to the course topic and location as well as what their role is in delivering the course.
- If there will be more than one instructor, please identify the lead instructor for the international program who will be the primary contact for program logistics and on-site administration, including misconduct and emergencies.

Course Information

- Please provide a description of the academic content of the international course including the:
 - course designation

- level of instruction (undergraduate and/or graduate)
- number of credits to be earned
- mode of instruction
- and whether there are any prerequisite courses
- Be sure to demonstrate that the number of contact hours included in the course is sufficient to justify the number of credits and that there is adequate out of class time for assignments and study time.

Course Syllabus

- Please attach the syllabus for your proposed international program.
- In general, it should include:
 - A course description
 - Outline of course goals and objectives
 - Course requirements, assignments, and due dates
 - Methods of evaluation and percentage of grade breakdown for course assignments
 - And bibliography of required readings

Entry Requirements and Travel

- Please indicate whether or not travel requires the acquisition of an entry visa.
 - If it does, indicate the fee and outline how you will aid students in obtaining the visa.
- Please indicate if you will arrange a group flight as part of the program
 - If you will, also indicate which program leader(s) will accompany students.
- Additionally, regardless of flight arrangements indicate how you will advise students in the event that they miss their flight to the international academic program location.

Pre-departure

- Program leaders are required to hold at least one pre-departure orientation meeting to deliver necessary travel health and safety content in collaboration with the Office of International Education. When do you plan on hosting this event (1.5 to 2 hours)?
- In addition to the pre-departure, do you plan on hosting any meetings prior to travel in order to cover country-specific or academic-specific information related to your program. If so, when?

Program Itinerary

- Please provide a comprehensive listing of all cities/countries the program will visit with visit dates and contact information if available, even if plans are not yet finalized.

- Please include every day of the program from the departure date to the return date.

Language Preparation

- If the program will take place in a non-English-speaking country, please indicate how students will be prepared with basic language skills prior to their departure and/or onsite.
- If the program will take place in a non-English speaking country, please indicate if reliable in-country language assistance has been secured. If it has not been secured, please explain why.
- At the very least, students must receive some sort of an orientation to basic vocabulary in the language of the host country/city in order to meet and greet people, purchase food and other essentials, utilize transportation, and handle emergencies.

Course-Related Activities/Excursions

- Describe the course-related activities and excursions you plan to include.
- Indicate where they will occur, how long they will last, and relate them to the course objectives.
- Please also discuss any leisure/optional activities that are to be planned for the group. Please assess the degree of risk involved with activities and accessibility limitations when applicable.
- Please indicate available alternatives to course-related activities and excursions for students with disabilities.

Activities Designed for Cross-Cultural Experiences

- Describe activities or facets of the program's structure that will give participants the opportunity to interact with people from the host country and learn about the history/culture of the host country/city.
- This could include home stays, students from host country taking part in the classes, events planned for local and SUNY ESF students.
- These experiences do not have to be directly connected to the academic content of the program, but can be experiences designed to help students take advantage of their surroundings outside of the classroom.
- If the program will take place in a non-English speaking country, please discuss what measures will be taken to maximize the students' interactions with their hosts.

Risk Management

- Please assess the risks and liabilities related to your proposed international program and the steps you will take to prepare for, prevent, or react to an emergency.

Health & Safety

- The safety and security of our students is of utmost importance. As such, we require that information to be provided regarding potential hazards in the host country and steps that will be taken to protect students. To determine whether the U.S. Department of State has issued any travel advisories that pose imminent risks to the security of travelers traveling to your proposed program location, please access the [U.S. Department of State Travel website](#) and comment on any issues or concerns. Please note that programs travelling to countries with a Level 3 or 4 Travel Advisory are typically not approved.
- Please also access the [Center for Disease Control's website](#) to determine if they have issued any recommendations regarding health and immunization requirements for your proposed program location and provide a list of the required and recommended immunizations. Please note that programs travelling to countries with a Level 3 Travel Health Notice are typically not approved.
- Please speak as well to other risks in the area (e.g. high crime rates, natural disasters to which the region is prone, unsafe local transportation). Please discuss the safety measures that are in place for the risks associated with program participation. Provide details about the information you plan to provide to participants and the resources to which you would turn for assistance if a participant were in need of medical or psychiatric care during the program. Speak to the steps that will be taken to secure medical treatment of sick students and/or possible evacuation. Please note: program participants are required to purchase comprehensive health insurance with medical evacuation and repatriation coverage that is valid abroad with no exclusions.
- Please outline your COVID safety plans including, but not limited to:
 - Quarantine/isolation space for students or staff who test positive
 - Contingency plans in the event a student and/or course instructor tests positive (both related to student well-being, logistics, and academic continuity)
 - Strategies to mitigate risk to the host community
 - Support for students unable to return with the rest of the group

Emergency Action Plan

- Outline the communication plan, including,
 - What forms of communication program leaders and students will have access to (eg cell phone, satellite phone, email, etc)
 - Emergency contacts on site
 - Ability to secure reliable in-country language assistance if necessary
- Outline the plan for detailing with a number of emergencies including but not limited to:
 - Student missing.

- Student hospitalized/incapacitated due to sickness or injury.
- Student experiences a mental health or psychiatric emergency.
- Student reports alleged sexual assault.
- In country-situation that causes serious concern (political, economic, natural disasters, pandemic, etc.).
- Other circumstance(s) that is specific to the region you are traveling.
- Note any potentially hazardous activities students will participate in (eg swimming, boating, hiking, etc). What safety measures/preparation will be put into place to prevent accidents or injury? What potential harm could occur and how would you respond?
- Arrange for access to emergency cash/credit case in case other sources are not available.
- With guidance from United Healthcare insurance, identify the location of the nearest reputable medical facility as well as English-speaking doctors.
- Acknowledge that you have received and read the SUNY ESF International Emergency Response Plan for International Programs.

Travel & Living Arrangements

- Outline the arrangements to be used for in-country travel and who will provide it.
- Discuss where the group will eat and sleep.
- If host families will be used, please discuss screening/selection procedures.
- Please elaborate on meal arrangements and address provisions for adequate sanitation/food/water safety.

Program Budget

- Please submit your finalized *Calculating the Program Fee Worksheet* with the Director of Financial Affairs approval signature.
- Your budget should indicate:
 - Estimated expenses included in the program fee as well as excluded
 - A contingency
 - And estimates for minimum enrollment, maximum enrollment, and generate group costs
- You must include a fee schedule for participant payments and any other necessary payment or financial policy information (will student pay in installments or one lump sum)
- You must indicate how unused funds at the end of the program will be utilized (e.g., reimbursed to students).

Marketing of the International Program

- Provide a brief description of how will promote the course.
- Be sure to include whether or not the course will be open to non-ESF students.

Section Criteria and Projected Number of Students

- Please provide the selection requirements you will utilize to determine course participants and any application materials you will require.
- Selection criteria may include items such as the review of an application; applicant interviews; evidence of academic competency; motivation for participation; applicant maturity, ability to adapt to new situations, and/or knowledge of subject matter or host country, and expectation of what applicant would contribute to and gain from the program.
- Specify the desired minimum and maximum number of participants.

Program Affiliations

- Provide a brief description of any institutions/agencies/organizations with which the program may be affiliated (including third-party program providers, research centers, schools or NGO's) including its history and academic information (including accreditation status and academic programs, if applicable).
- Mention should be made of any counterpart associated with the affiliated institution who may assist with the program.

Technology & Communication

- Please discuss how program faculty, staff, and students will be able to maintain communication with SUNY ESF and family/friends during the short-term international program.
- In particular, please address options to ensure the program leader will have, *at all times*, the means available to contact emergency services and SUNY ESF as well as how family members will be able to contact participants in the event of an emergency.

Programming Upon Return to SUNY ESF

- Program leaders should consider opportunities to share their short-term international program experience with the SUNY ESF community, and to provide students with the opportunity to reflect on their experiences.
- Examples may include a photo gallery and display, a colloquium, a country celebration, other student presentations or a documentary film. Projects should highlight the program as well as provide students with an opportunity to share the experience with faculty, staff, and students.
- If you will offer this program again in the future, you may want to use such an event to promote the course to potential participants.
- Please include information about potential events within this proposal as well.

Proposal Deadlines:

The SUNY ESF Short-Term International Program Pre-Approval Form, Program Fee Worksheet and SUNY ESF Short-Term International Program Course Proposal must be submitted to the Office of International Education by the deadlines noted below.

- Fall programs: February 1 (or 7 months prior to travel)
- Winter programs: May 1
- Spring programs: June 1 (or 7 months prior to travel)
- Summer programs: December 1

Please return all forms to Office of International Education, 9 Old Greenhouse