CSU in Oxford Study Abroad Program Site Director Application Summer 2019 Spring 2020 Information for Applicants

Applicants must submit a completed application approved by his/her department chair and dean. The applicant should also submit a curriculum vitae and a letter of recommendation. Deadlines for submitting applications are as follows (applications may be submitted earlier):

Program	Application Deadline
Summer 2019	1 February 2019
CSU in Oxford Summer Program	
Fall (Michaelmas) Term 2019 (September-	1 March 2019
December) or 2018-2019 Academic Year	
CSU in Oxford Visiting Student Program	
Winter (Hilary) Term 2020 (January-March)	1 August 2019
or Winter/Spring Terms 2020 (January-June)	
CSU Oxford Visiting Program	
Spring (Trinity) term 2020 (April-June)	1 November 2019
CSU in Oxford Visiting Student Program	

Program Descriptions:

The CSU in Oxford Program is based in Oxford, England. The faculty member and students reside in furnished rooms in CSU's Spencer House. Most students reside in double rooms with full bath while the faculty member has his/her own en suite room. No meals are provided by the program but students and faculty have access to a very nice Ritchest and linith promeetor.

The **CSU** in **Oxford Summer Program** includes three consecutive programs of approximately two and one-half weeks each. It is anticipated that each program will consist of 8 students, one faculty instructor, and one faculty/staff site director. The **CSU** in **Oxford Visiting Student Program** begins in late September and finishes in

mid-June. The academic year includes three University of Oxford (Fall, Winter, and Spring) terms with breaks during mid-December through early January a@00000912 r 92 re2 Tm0 g0 G[c

Faculty Commitments:

Site directors are not expected to teach. However, they are responsible for the general welfare of the student participants and for oversight of the Spencer House. During the summer they also support the teaching faculty member, ensuring he/she is able to on carry his/her teaching responsibilities. The site director is expected to remain resident at the Spencer House during the whole of the program except in cases where written approval is given in advance by the Executive Director of CGE.

CSU in Oxford Summer site directors may travel with classes on field trips if there is space. They are required to participate in a one-day student orientation in April. Summer site directors are expected to travel with students to and from Oxford unless otherwise approved in advance.

Site directors for the **CSU** in **Oxford Visiting Student Program** are expected to participate in orientation that takes place during the semester before it begins. Faculty commit to engaging themselves with students in a more intensive and extensive way than is common on campus. During study abroad you are totally immersed with students, and the whole experience becomes a "teaching moment". Faculty must be able to meet all of the physical demands of teaching and/or leading in the CSU in Oxford Program which includes travel to a number of other cities and towns. This includes extensive walking (several miles per day including walking up hills), climbing stairs, and generally navigating to the classroom and field trip sites on foot. Most locations are not handicapped accessible, and the public transit is not appropriate substitute for the normal pedestrian access. A faculty member may be able to bring one or two family members for all or part of the program, if he/she notifies the Center for Global Engagement and the request is approved in advance. Family members with the site director will share the same room as the site director. If there is another room available, it can be used but you will be charged for the room by CSU Foundation Properties. The faculty member should keep in mind, however, that his/her responsibilities to the students take precedence over familial concerns and that will often preclude from having much free time for their family.

Selection Criteria

A faculty or staff seeking to serve as site directors will be evaluated in terms of his/her experiences or skills relevant to directing a program on-site.

Criteria which are especially relevant to selecting site directors include the following: Cross-cultural knowledge and experience; Knowledge of and experience with culture, society, history and politics of the country or countries of the study abroad program;

Additional criteria which will be considered include the following:

Experience working with students outside of the typical classroom setting; Experience working with a diverse (gender, ethnicity, and religion) student population;

Knowledge of and experience with first-aid procedures and techniques;

Long-term, full-time status with CSU faculty (all applications will be considered); and

Willingness to be engaged on a full-time basis during the program (i.e. no personal trips)

Applications must be approved and signed by the faculty member's department chair and college dean. Appointments will be made by the Director of CGE after reviewing all complete applicants.

Remuneration:

For the **CSU** in **Oxford Summer Program** site directors <u>do not receive a salary</u> but they do receive a per diem and their costs (airfare, airport transfers, local transportation, accommodation, field trips, etc.) are covered.

During the **CSU** in **Oxford Visiting Student Program** site directors who are active CSU faculty members:

Continue to receive their regular CSU salary;

Are excused from their normal teaching load;

May teach part-term classes before or after and online during the time of their appointment; and

Receive a per diem and their costs (airfare, airport transfers, and accommodation) but they are NOT PAID a salary by the program of the Center for Global Engagement

Retired CSU faculty and staff do not receive a salary but their costs are covered by the program.

Return the completed and signed forms (with a CV and letter of recommendation) to

Schuster 117
Center for Global Engagement
Columbus State University
4225 University Avenue
Columbus, GA 31907

Site Director Application Form CSU in Oxford Summer Program and Oxford Visiting Student Program Summer 2019 - Spring 2020

I. <u>PERSONAL INFORMATION</u> (please list name as it appears on passport/identification)

Surname: First Name: CSU ID # (starts "909"):

Rank: Department: College:

Office Phone: E-mail:

Home Address: Home Phone #:

II. PREFERENCE OF PROGRAMS (Choose from either the Visiting Student of the Summer Programs. Within each category please ind01ams

3. Please describe any experiences teaching or site directing in a study abroad program.

4.

By signing below, I indicate that I have read and understood all of the above information, including that the CSU in Oxford Program and Center for Global Engagement will not		
provide any salaries.		
Signature of Faculty Member	Date	
V. <u>DEPARTMENT AND COLLI</u>	EGE SUPPORT	
• •	e read and understood all of the above information, role in endorsing and supporting the applicant.	
I understand that he/she will be releaduring the period of appointment un	ying for the CSU in Oxford Visiting Student Program ased from his/her regular teaching course load less specified otherwise. Further, I acknowledge that y member by CSU in Oxford or the Center for Global	
· · · · · · · · · · · · · · · · · · ·	applying for the CSU in Oxford Summer Program, I NOT provided with a regular CSU summer salary.	
Department Chairperson	Date	
Please list any special conditions (if any	y) pertaining to this faculty member's participation.	
College Dean	Date	
Please list any special conditions (if any	y) pertaining to this faculty member's participation.	
7I. <u>UNIVERSITY ENDORSEME</u>	ENT & SUPPORT (Director of CGE will obtain signatures)	
Director, CGE	Date	
Provost	Date	