

**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):

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

**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 kitchen and dining room.
- 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 and during mid-March through mid-April.

### **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;
  - Study abroad program and site management;
  - Study abroad orientation experience;
  - Knowledge of cross-cultural patters and expectations;
  - Knowledge and experience with the particular study abroad program;
  - Knowledge of and experience with the location(s) of the study abroad program;

- 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 do not receive a salary 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. PERSONAL INFORMATION** (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 indicate 1<sup>st</sup> & 2<sup>nd</sup> choices, no preference or one session only. Please note that these are tentative dates and that the start dates for the summer sessions are the date of departure from the U.S.):

**Summer Sessions**

- June 24 - July 12, 2019
- July 12 - July 29, 2019
- July 29 - August 15, 2019

**Visiting Student Program**

- Academic Year (late September 2019-mid June 2020)
- Fall (late September-early December 2019)
- Winter (early January-mid March 2020)
- Spring (mid April-mid June 2020)

**III. QUESTIONNAIRE**

1. What benefits do you as a faculty member expect to derive from the experience of serving as a site director?
  
  
  
  
  
  
  
  
  
  
2. Please describe your familiarity with the host country of the program, including a summary of travel you may have done there, study in r about the country, or courses you have taught either in or about the country.

3. Please describe any experiences teaching or site directing in a study abroad program.
4. Please describe your knowledge of or experiences with cross-cultural learning.
5. Please describe any experiences you have had with extracurricular student programs other than study abroad, such as orientations, travel groups, organizations, etc.
6. Please describe any knowledge or experience with first-aid, emergency response procedures, or crisis management.
7. Please describe your experiences dealing with diverse student and faculty populations.
8. Please provide any other information that you feel should be considered with your application.

**IV. FACULTY MEMBER STATEMENT OF COMMITMENT:**

Read the following statement carefully. After signing and dating the statement of commitment, return it along with a curriculum vitae to the Center for Global Engagement at CSU.

I understand that my participation as a site director is dependent upon the approval of my department chair, college dean and the director of CGE. I understand and accept the conditions and responsibilities set forth in the section titled "Information for Applicants." Furthermore, if I am selected to serve as a site director in the CSU in Oxford Program, I understand that study abroad activities are an intensive and comprehensive experience involving faculty members with students in many out-of-class activities.

