

Faculty-Led Program (FLP) Proposal ONLINE APPLICATION PROCEDURE

STEP 1: Visit the Spartans Abroad Portal (SAP) at <https://goabroad.sjsu.edu/> and click on “For Faculty Proposals” on the side menu item.



STEP 2: Click on “Review Guidelines” to access the instructions for developing new or returning program proposals. We highly recommend reviewing the guidelines before applying.



STEP 3: Review the information on the guidelines webpage. Click on each of the navigation tabs (see red stars) to learn about the required and recommended resources. When ready to

apply, click on the “Apply Now” tab and then the “Apply Now” button to start your online application in SAP.

Faculty-Led Program (FLP): Proposing a New Program

GLOBAL



★ Guidelines & Eligibility

COMMUNAL



★ Managing Risk

EXPERIENTIAL



★ Apply Now

★ Learning Outcomes

★ Required Documents

Resources

STEP 4: When you click on the “Apply Now” button, you will be automatically directed to the login page. Select the first option “Log in using SJSU ID” and you will be directed to the usual SJSU login authentication process. Complete that process and it will automatically take you to the next step. Do NOT “Create Account” as that is only for new or non-SJSU students without an SJSU ID.



User Login

SJSU students, faculty, staff must log in using their SJSU ID whether they are new or returning users. All non-SJSU students create an account if they are new users or login as non-SJSU students if you already created an account.

[Log in using SJSU ID](#)

[Log in for Non-SJSU Students](#)

[New User? Create Account](#)

STEP 5: Select the right term / year you are proposing to run your FLP and click “Apply.”

Available Terms

Terms Summer (Faculty), 2021 Winter (Faculty), 2022

Apply Cancel

Helpful Tips: If you are proposing two programs in the same summer term, then use “Summer (Faculty)” for the first session and “Summer II (Faculty)” for the second session or location.

GLOBAL COMMUNAL EXPERIENTIAL

Requirements 10

Instructions ×
Please complete all required forms and submit.

PROPOSE A NEW FLP

Get Started!

Online application

STEP 6: You are now on your online SAP account where you can view the various components of the Application Requirements. Click on the “Get Started” button to be directed to the first item on the list. Alternatively, you can click on any item in the list to start that application component.

Get Started!

Online application

-  Academics - New
-  Course Syllabus Upload
-  Department Chair Recommendation recommendation required
-  Marketing Materials
-  Program & Site Information - New
-  Program Itinerary Upload
-  Program Leaders Information
-  Program Narrative

SAVE / DONE: For each section, you will see two buttons - “SAVE” and “DONE.” As you work on each application item, the server auto regularly auto saves enabling you to return to it at a later time. When an item is done, click the “DONE” button to move to the next item on the list. If you click “DONE” prior to completing all required questions in the section, you will receive an error message that lists the missing requirements. Once a section is complete, you will see a green checkmark next to the section title. It will also appear in a “Completed requirements” list at the bottom of the page.

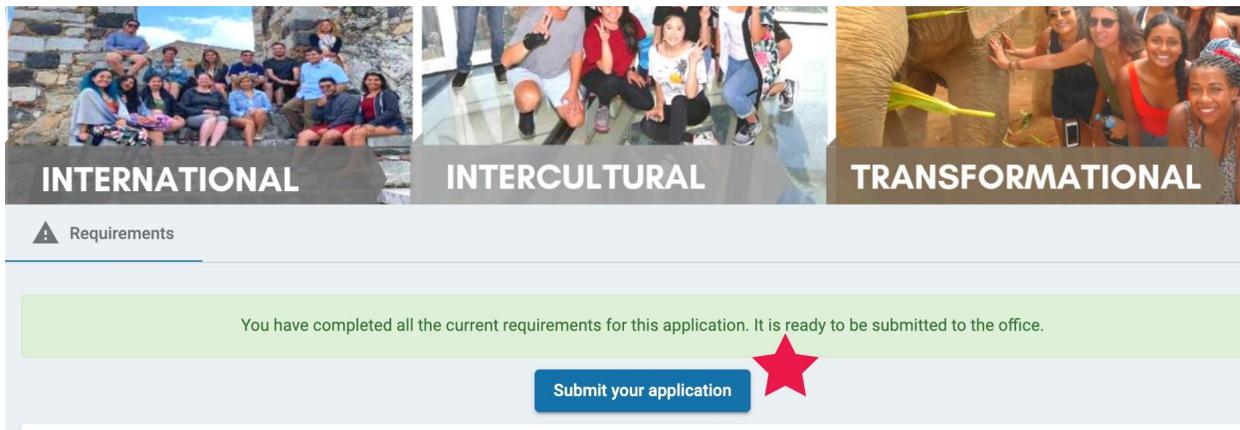
HELPFUL TIPS:

- **Department Chair’s Recommendation:** You’ll need to search the system for your department chair’s name and email as part of the online application. Your chair will automatically receive an email with the simple form to fill out. You can either search for the chair’s name in our system and click on their name, or you can add them in manually. You can also click on the mail icon next to the chair’s name to send an email. The chair may need to review your application prior to submitting their recommendation. The SAA office will provide the chair with Reviewer status once your application has been submitted.

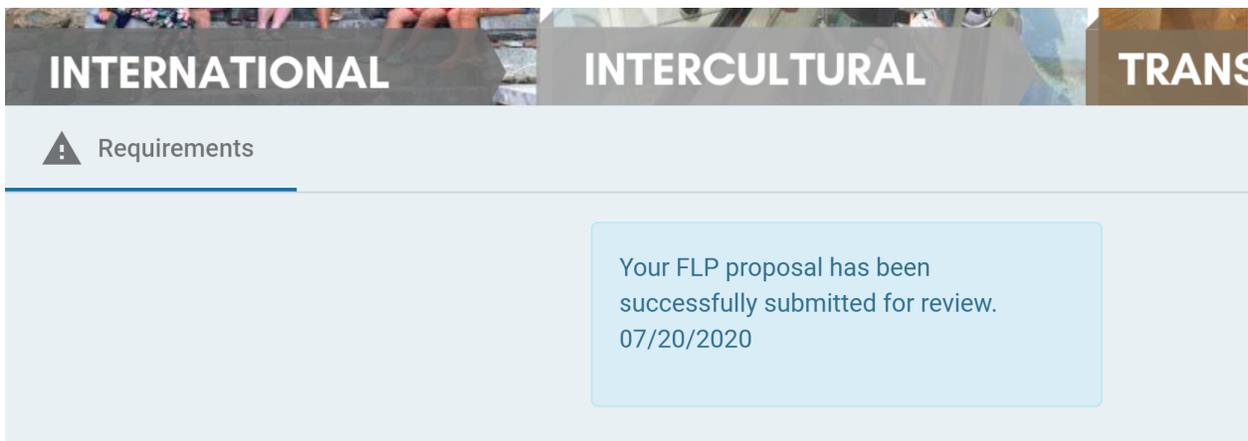
Online application

-  Academics - Returnee
-  Course Syllabus Upload

STEP 7: When you have completed all the required items, you will be prompted with a “Submit your application” button at the top of the list. This button will ONLY appear when all requirements have been submitted. Click on that button to submit your application for review.

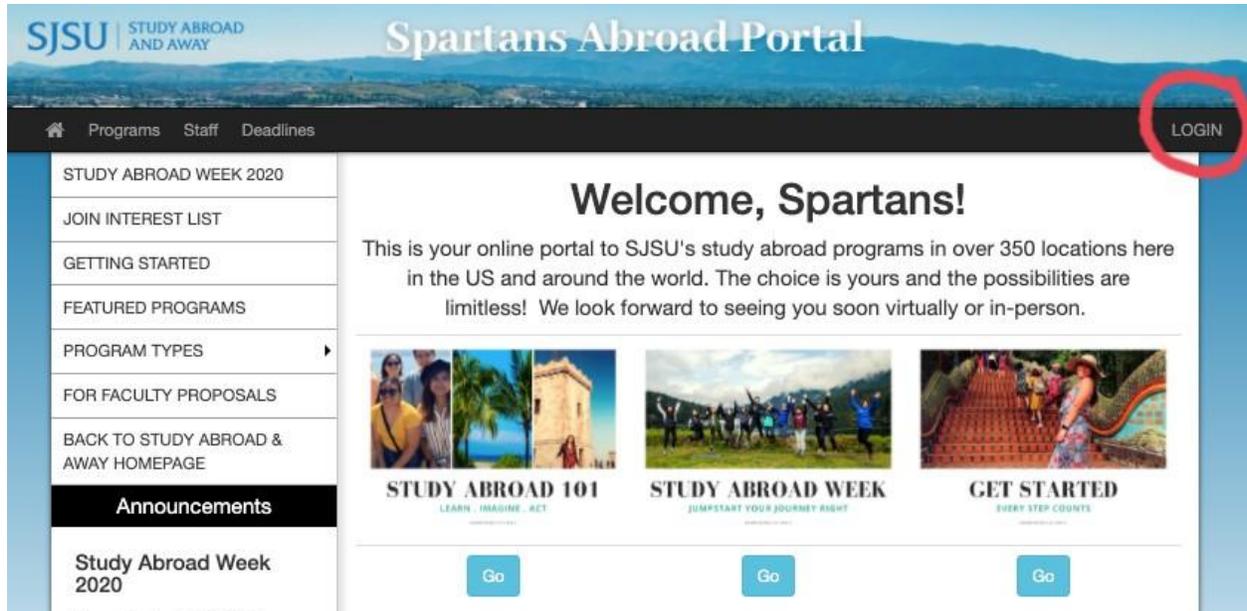


You will then see a message in a blue box indicating the status and the date that you submitted the application.



HELPFUL TIPS:

Need to return to your application? If you saved your application, logged out and wish to return at another time, simply go to the SAP website: <https://goabroad.sjsu.edu/> and click on the “Login” link found at the top of the page.



Once you login, you'll find your application on your account. Click on the application to access the list of required documents/steps and resume the application process if you wish to edit.

FOR TECHNICAL QUESTIONS: Contact Dr. Vidalino Raatior (vid.raatior@sjsu.edu; 408-924-2468).