2018 Study Away J-Term Course Proposal

The application to proposal a study away J-Term course has gone online for 2018! Please follow these step-by-step instructions to get started. The deadline to complete your proposal is Sept. 16, 2016.

1. You may find the application by either going to https://gustavus.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=57766 or by clicking the “New or Repeat 2018 IEX Study Away Courses” link on the Curriculum Committee website (red box below). Please note that if you plan to submit a proposal for a study away course through the UMAIE consortium, you must use the UMAIE proposal form instead of the regular online proposal. The link to the UMAIE proposal is the blue box below. If you plan to propose a course through UMAIE, please contact Roger Adkins with questions.

2. After following the link above to the IEX proposal, click on the “Apply Now” button.
3 After you click “Apply Now,” you will be asked to log in. Please select the second option: Gustavus faculty or staff member.

4 If you already have credentials, please use your username and password to login. If you have not used the Gustavus study away online system before or you have forgotten your credentials, please notify Roger Adkins so CICE can set up a username for you or help you find your existing credentials.

5 After you log in, the system will ask you to select your term. Please select “IEX Proposal, 2018” and click “update.”
6 You should now see your application page. There are three elements of the application that you must complete. Each is a questionnaire with fillable boxes; when you complete and submit a questionnaire, a check mark will appear in the “received” box next to the item. When all three boxes are marked as received, your application is complete. There is no need to “submit” the application.

7 When you click on one of the questionnaires, you will see the appropriate form that you must complete. Please note that it is important to save your work periodically as the session will time out after a certain point.
8 To save your work, scroll to the bottom of the questionnaire that you are answering, and click on the “Save” button. You may save your work and come back to the application as often as you would like to continue working. Once you have completed the application and are satisfied with your answers, please be sure to click on the “Submit” button. The “Submit” button will mark your questionnaire complete on your main application page.

9 Once you have submitted all three questionnaires, your application will be complete and ready for CICE and Global Engagement Committee review.