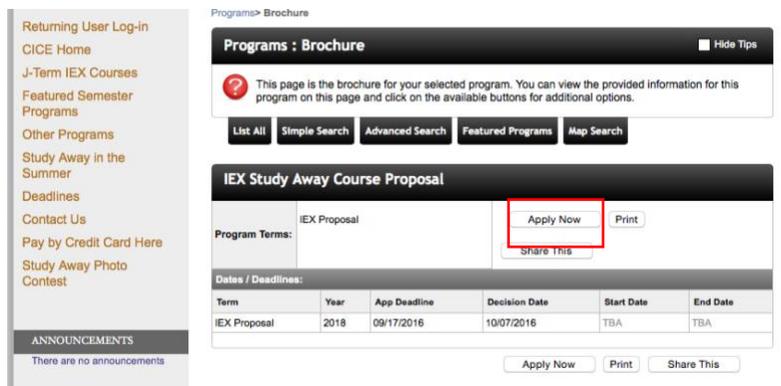


2021 Study Away J-Term Course Proposal

Please follow these step-by-step instructions to get started with the online proposal. The deadline to complete your proposal is Sept. 15, 2019. Only one proposal is needed per course (so only one person submits from any teams). Because the proposal uses your Gustie ID as a log-in, only the person completing the proposal can access it.

- 1 You will find the proposal system at:
https://gustavus.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=57766.
- 2 After following the link above to the J-Term course proposal, click on the “Apply Now” button.



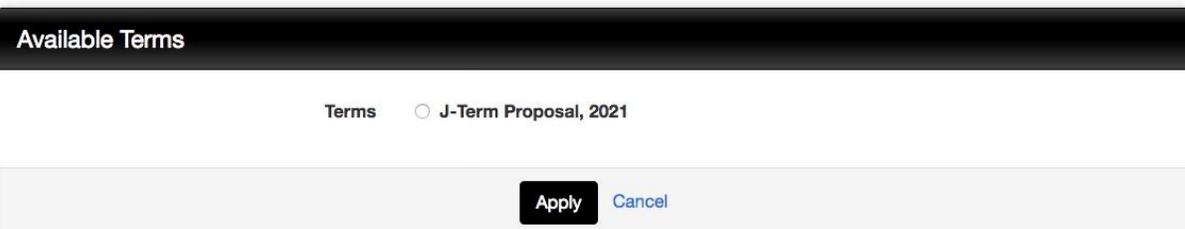
The screenshot shows the 'IEX Study Away Course Proposal' page. The 'Apply Now' button is highlighted with a red box. The page includes a navigation menu on the left, a search bar, and a table of dates/deadlines.

Term	Year	App Deadline	Decision Date	Start Date	End Date
IEX Proposal	2018	09/17/2016	10/07/2016	TBA	TBA

- 3 After you click “Apply Now,” you will be asked to log in. Please select the second option: Gustavus student/faculty/staff log-in or the radial bullet that says “I am a **current or incoming Gustavus student, staff, or faculty member**, and I have a Gustavus username and password.” The system now uses your Gustie ID, so you may already be logged in.
- 4 After you log in, the system will ask you to select your term. Please select “J-Term Proposal, 2021” and click “Apply.”

Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. When you are ready to create the application, click on the 'Apply' x button at the bottom of the page.



The screenshot shows the 'Available Terms' form. The 'J-Term Proposal, 2021' option is selected. The 'Apply' button is highlighted.

Terms J-Term Proposal, 2021

- You should now see your proposal page. There are both questionnaires and signature items to complete. Each questionnaire has fillable boxes; when you complete and submit a questionnaire, a check mark will appear in the “received” box next to the item. Signature items are signed digitally. One has a downloadable tentative itinerary to complete in MS Word; this completed item should be uploaded in the correct questionnaire. When all of the boxes are marked as received, your proposal is complete. There is no need to “submit” the proposal.

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column(material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

Roger Adkins

Program: [J-Term Study Away Course Proposal](#)

Term/Year: J-Term Proposal, 2021

Deadline: 09/15/2019

Dates: TBA

Application Instructions

Welcome to the online proposal portal for new and returning J-Term study away courses. Please complete all of the questionnaires and signature documents before the posted deadline for the current cycle. Please also note that we recommend saving your work frequently. Once you click the button to “submit” a questionnaire, however, your access to make edits is closed. If you accidentally submit a questionnaire, please contact the CICE director to have it reopened.

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
J-Term Proposal: Integrated Syllabus and Daily Schedule	<input type="checkbox"/>
J-Term Study Away Course Proposal	<input type="checkbox"/>
Overload Request for J-Term Study Away Course Teaching	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
J-Term Course Integrated Syllabus and Daily Schedule	<input type="checkbox"/>
J-Term Proposal: Recommendation Agreement	<input type="checkbox"/>

- 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 frequently as the session will time out after several minutes.** If you are worried about this, work in a Word or Google Doc file, and then paste replies once ready to submit. We still recommend you save after pasting every five answers or so.
- 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 item as often as you would like to continue working. Once you have completed the questionnaire and are satisfied with all of your answers, please be sure to click on the “Submit” button. The “Submit” button will mark your questionnaire complete on your main proposal page.

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save Submit Cancel

- 8 Once you have submitted all of the questionnaires and signature documents, your proposal will be complete and ready for CICE and Global Engagement Committee review. Stay alert to messages from Bryan Messerly or Roger Adkins about any incomplete items or additional information needed.