

REASSIGNED TIME REPORT

Max Maximov, MLNG

Reassigned Time (3 CR / Semester) for service as

Study Abroad Coordinator, Center for Language and Culture (CLC)

Academic Year 2014-15

Deliverables:

- Development and administration of the annual calendar of short-term faculty-led study abroad experiences, consisting of eleven programs for a total of approx. 75 FHSU students for 2014-15 academic year;
- Marketing and promotion of CLC services to FHSU students: organization of and participation in promotional activities and events (Travel With FHSU, Get World Ready Fair), and oversight of creation and production of all promotional materials for the CLC-led programs on printed matter as well as via social media;
- Marketing and promotion of CLC services to faculty and staff interested in leading study abroad experiences for students: organized and led two faculty workshops on short-term faculty-led study abroad (September 2014, March 2015);
- Provided on-going, individualized coaching to 10 FHSU faculty members new to faculty-led study abroad geared at assisting them in conceptualization and development of do-it-yourself study-abroad programs;
- Administered the study abroad scholarship budget of approx. \$25,000 (provided by the Assistant Provost for Internationalization) for 11 current study-abroad programs;
- Participated in Student Travel Risk Management procedure discussions, and implemented the resulting policies;
- Oversaw the CLC GTA whose duties were to assist Director with program marketing, to lead several international experiences, website updates, oversee CLC student labor, and conduct domestic excursions for international student experiences funded by SGA;
- Negotiated financial assistance for faculty engaged in short-term faculty-led study abroad programs with University administration;
- Negotiated financial assistance for students involved in short-term faculty-led study abroad programs with department chairs raising a total of approx. \$10,000 in scholarships for students;
- Developed and submitted a proposal to the FHSU Foundation which resulted in establishing the CLC Scholarship Fund for students travelling abroad, endowed with \$10,000.