

TAMU-CC Faculty-Led Process Overview

- I. Meet with the Chair and/or Dean of your department to discuss your course and to discuss enrollment targets for your course.**
 - a. Most courses should target 12-15 students per faculty to keep the program financially feasible.
 - b. The Chair and/or Dean should help determine salary and teaching loads with faculty leaders.
- II. Meet with the Study Abroad Office (SAO) to discuss and identify partners in the areas/regions you would like the program to take place.**
- III. Work with on-site partners or provider programs to adapt course syllabus for international aspects.**
 - a. Excursions can be used to enhance the student experience; however, they should not constitute more than 30% of the overall program experience.
 - b. Excursions should also relate to the course or overall objectives. *Excursions add to the overall costs of a program, so determine which excursions are necessary for the course and which can be left as optional activities for students.*
- IV. Complete the Faculty-Led Program Proposal process and submit documents to SAO for review. Once reviewed, SAO will forward for approvals.**
 - a. Coversheet
 - b. Detailed Narrative that includes course requirements, objectives, itinerary/schedule, post trip assessments, etc.
 - c. Justification Memo
 - d. Budget Worksheet (SAO will put the budget worksheet together for the program)
 - i. SAO will need an itemized list for the program expenses from any relevant providers on-site, so please ensure that you are working with SAO to provide contact information and/or updated estimates from vendors to ensure that an accurate budget is configured for your program.
- V. If program is approved, work with SAO to determine:**
 - a. Application procedures and deadlines
 - b. Marketing and promotion
 - c. Application review and selection process
- VI. If the program fills and is confirmed to run, faculty can complete Foreign Travel Approval process and the Travel Request process for their intended program.**

COVER SHEET

Is this a new program or an ongoing program?	New Program	Ongoing Program
<i>For ongoing programs, provide dates or terms in previous years when course or program was offered?</i>		

Title of Proposal:			
Proposers Name & Rank	Dept. & Campus Address	Phone #/Ext.	Email Address:

Program Dates:		Estimated program Fees: \$	
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Program Location: (City, Country)		# of Days in Host Country:	
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<i>Additional Locations to be visited:</i>			
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Dept./Course #	Course Title	# Credit Hours

Target Enrollment/# of Participants:		Distribution of students: ___ FR ___ SO ___ JR ___ SR ___ GR ___ Post GR
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Target Audience:	TAMUCC Students ___ Regional ___ Statewide ___ National
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Abstract/Brief Program Summary:

CHECKLIST:

<p>NEW PROGRAMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover Sheet <input type="checkbox"/> Detailed Narrative <ul style="list-style-type: none"> -Abstract/Summary -Program Purpose -Program Preparation by faculty/leaders -Course Syllabus -Detailed Itinerary <input type="checkbox"/> Justification Memo <input type="checkbox"/> Budget Worksheet 	<p>ONGOING PROGRAMS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover Sheet <input type="checkbox"/> Detailed Narrative <ul style="list-style-type: none"> -Statement of Program History -Recommendations from past program -Program Purpose -Program Preparation by faculty/leaders -Course Syllabus -Detailed Itinerary <input type="checkbox"/> Justification Memo <input type="checkbox"/> Budget Worksheet
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Required Signatures:

Faculty:	
Faculty #2:	

Dept. Chair:	
College Dean:	
Study Abroad Coordinator:	
Provost/VP Acad. Affairs:	

Name of Program
Faculty Leader Name
Location
Term
Course # & Course Name

- I. **Abstract/Summary:** In this section, please provide a summary of your course and program proposal.

- II. **Purpose for this program and location:** In this section, please describe what the purpose of this program will be and how this location is relevant to your course and/or academic content to be covered in your course.

- III. **Program Preparation by faculty/leaders:** In this section, please describe any significant information regarding things you and/or other faculty leaders have done to prepare for this particular program you are proposing. Include the following:
 - a. Previous travel experience to the site, city or country of destination.
 - b. Language or cultural background of faculty member(s) leading the program that is relevant to the program or program destination
 - c. Faculty leader(s) previous experience in leading faculty-led programs (Can international or domestic experience)
 - d. Previous research or study in program destination
 - e. Preparations made with local contacts or outreach to provider programs (if using a provider program). Include any upcoming or completed familiarization/site visits for this particular program location.

- IV. **Course Syllabus & Program Itinerary:** In this section, you should provide the following information:
 - a. Course syllabus outlining objectives and goals, required books/materials, required assignments, grading, etc.
 - b. Details about how course is being adapted for international aspects of the program
 - i. *What makes the program different from the way it is taught/offered on the TAMU-CC campus?*
 - c. List assessments that you will use for the course that will help measure if course objectives have been met.
 - d. Tentative itinerary for the course detailing scheduled contact hours and relevant excursions/activities for the duration of the program.
 - i. Make note of any pre-departure orientation sessions, meetings, etc. that you plan to have with the students prior to their departure.

Note: *All study abroad participants are required to attend a mandatory orientation session conducted by the Office of International Education; however, faculty are encouraged to schedule separate orientation sessions with the students as well to build better group report.*

International Travel Justification Memo

Name of Program

Program Term

Faculty-Led Study Abroad Program

This Faculty-Led Study Abroad Program will be led by [insert #] faculty members: [List instructor names here]. The following courses will be taught: [Insert course number and name here]. This course is part of the [i.e., core curriculum, core degree requirements, etc.]. There will be [insert #] students enrolled in this course.

The program will take place in [insert city, country location; or name of facility/center]. The faculty and students will fly from [origination city or airport] to [destination city & country airport]. The program start date will be [DD/MM/YYYY]; the program end date will be [MM/DD/YYYY].

[Insert contact info for host coordinator, campus, provider, or center here.]

[Provide brief abstract/summary of program here.]

[Insert brief purpose statement for program here.]

Faculty Member Signature: _____ Date: _____

Faculty Member Signature: _____ Date: _____

Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

VP/Associate VP Academic Affairs: _____ Date: _____

President: _____ Date: _____

For SAO Use:

The Program will be funded by student fees, which will be collected in the Account # _____

FACULTY LED PROGRAM BUDGET WORKSHEET

Date Created: _____
Date Revised: _____

Sponsoring Dept./College:		
Study Tour Title:		
Program Dates:		# of Days
Program Account#:		

	Course Information	Credits
Faculty/Staff Leader:		
Faculty/Staff Leader:		
	# OF FACULTY	
Target Enrollment: <input style="width: 50px;" type="text"/>	Credits per student: <input style="width: 50px;" type="text"/>	

Table A: Fixed Expenses	Group Rate
Description	
Registration/Classroom Rental	
In-Country/Ground Transportation (Coach/Bus/Van)	
Guest Lecturers, Honoraria, etc.	
Fixed Expenses Subtotal	
Taxes	
FIXED EXPENSES SUBTOTAL	

Table B: Faculty Expenses	Indiv. Costs
Description	
Estimated Round Trip Airfare	
Accommodations (includes some meals)	
Ground Transportation (Charged as a group in Table A)	
Excursions & Entrance Fees + taxes	
Insurance	
PER FACULTY EXPENSES SUBTOTAL	
TOTAL FACULTY EXPENSES (ALL FACULTY)	
TOTAL COMBINED EXPENSES (Table A + B)	

x # Faculty

\$0.00
\$0.00
INCL
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Table C: Student Expenses	Indiv. Costs
Description	
Estimated Round Trip Airfare	
Accommodations (includes most meals)	
Facility Use, Guest Lecturers, Honoraria, etc.	
Ground Transportation (Charged as a group in Table A)	
Excursions & Entrance Fees	
Insurance	
Study Abroad Program Fee (Table A + Table B divided by number of participants)	
PER STUDENT PROGRAM FEE EXPENSE SUBTOTAL	
Emergency Gap Coverage	
PER STUDENT PROGRAM FEE EXPENSES TOTAL	

PROJECTIONS	
\$0.00	
\$0.00	
INCL	
INCL	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	Projected Expenses
\$0.00	
\$0.00	Projected Revenue*

*Any unused revenue will be returned to students once program is complete and accounts have been reconciled.

Table D: Miscellaneous Student Expenses (Not included in Program Fees)	Indiv. Costs
Description	
Tuition (Estimated for 3 credits; will increase if students take 6 credits)	\$1,300.00
Passport	\$140.00
Visa (Not needed for U.S. Citizens/Passport holders)	
Personal Spending, Incidentals, & unscheduled excursions	\$300.00
Course Materials/Textbooks	\$100.00
PER STUDENT ESTIMATED OUT OF POCKET EXPENSES TOTAL	\$1,840.00

TOTAL ESTIMATED OVERALL EXPENSES PER STUDENT	\$1,840.00
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Faculty Leader Names: _____

Faculty Leader Phone: _____

Faculty Leader Email: _____

Faculty Leader Signature: _____

Faculty Leader Signature: _____

OTHER REQUIRED SIGNATURES:

Department Chair: _____

College Dean Signature: _____

OIE Director Signature: _____

Associate Provost for Academic Affairs: _____

Provost & Vice President for Academic Affairs: _____

	Fixed Expenses
	Per Student Program Fee
	Amount student's should budget