**TAMU-CC Faculty-Led Process Overview**

1. **Meet with the Chair and/or Dean of your department to discuss your course and to discuss enrollment targets for your course *(at least 1.5 years in advance of proposed study abroad term).***
	1. The Study Abroad Office requires a minimum of 10 students per faculty for a program to make.
	2. Most courses should target 12-15 students per faculty to keep the program financially feasible.
	3. The Chair and/or Dean should help determine salary and teaching loads with faculty leaders.
2. **Meet with the Study Abroad Office (SAO) to discuss and identify partners in the areas/regions you would like the program to take place.**
3. **Work with on-site partners or provider programs to adapt course syllabus for international aspects.**
	1. Excursions can be used to enhance the student experience; however, they should not constitute more than 30% of the overall program experience.
	2. Excursions should also relate to the course or overall objectives, and/or cultural exposure. *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.*
4. **Complete the Faculty-Led Program Proposal process and submit documents to SAO for review *(at least 1 year in advance)*. Once reviewed, SAO will forward for approvals.**
	1. Coversheet
	2. Detailed Narrative that includes course requirements, objectives, itinerary/schedule, post trip assessments, syllabus per course, etc.
	3. Justification Memo
	4. Budget Worksheet (SAO can assist faculty, if needed.)
		1. 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.
5. **If program is approved, work with SAO to determine:**
	1. Application procedures and deadlines
	2. Marketing and promotion
	3. Application review and selection process
6. **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
 |
| *For ongoing programs, provide dates or terms in previous years when course or program was offered?* |
| **Title of Proposal:** |  |
| **Proposers Name & Rank** | **Dept. & Campus Address** | **Phone #/Ext.** | **Email Address:**  |
|  |  |  |  |
|  |  |  |  |
| **Program Dates:**  |  | **Estimated program Fees: $** |  |
| **Program Location: (City, Country)** |  | **# of Days in Host Country:** |  |
| *Additional Locations to be visited:* |  |
| **Dept./Course #** | **Course Title** | **# Credit Hours** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Target Enrollment/# of Participants:**  |  | **Distribution of students:** \_\_\_\_ FR \_\_\_SO \_\_\_ JR \_\_\_SR \_\_\_GR \_\_\_Post GR |
| **Target Audience:**  | * TAMUCC Students
* Regional
* Statewide
* National
 |
| **Abstract/Brief Program Summary:**  |
| **CHECKLIST:** |
| **NEW PROGRAMS:** * Cover Sheet
* Detailed Narrative
	+ Abstract/Summary
	+ Program Purpose
	+ Program Preparation by faculty/leaders
	+ Course Syllabus
	+ Detailed Itinerary
* Justification Memo
* Budget Worksheet
 | **ONGOING PROGRAMS:** * Cover Sheet
* Detailed Narrative
	+ Statement of Program History
	+ Recommendations from past program
	+ Program Purpose
	+ Program Preparation by faculty/leaders
	+ Course Syllabus
	+ Detailed Itinerary
* Justification Memo
* Budget Worksheet
 |
| **Required Signatures:**  |
| Faculty #1: |  |
| Faculty #2 (if applicable):  |  |
| Department Chair: |  |
| College Dean:  |  |
| Study Abroad Coordinator:  |  |
| Associate Provost: |  |
| Provost/VP of Academic Affairs:  |  |

**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.]

|  |
| --- |
| **Required Signatures:**  |
| Faculty #1: |  |
| Faculty #2 (if applicable):  |  |
| Department Chair: |  |
| College Dean:  |  |
| Study Abroad Coordinator:  |  |
| Associate Provost: |  |
| Provost/VP of Academic Affairs:  |  |

For SAO Use:

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

**Name of Program**

**Faculty Leader Name**

**Location**

**Term**

**Course # & Course Name**

1. **Abstract/Summary:**

In this section, please provide a brief summary of your course and program proposal.

1. **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.

1. **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:

* 1. Previous travel experience to the site, city or country of destination.
	2. Language or cultural background of faculty member(s) leading the program that are relevant to the program or program destination
	3. Faculty leader(s) previous experience in leading faculty-led programs (Can international or domestic experience)
	4. Previous research or study in program destination
	5. 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.
1. **Course syllabus & Program Itinerary**

In this section, you should provide the following information:

* 1. Course syllabus outlining objectives and goals, required books/materials, required assignments, grading, etc.
	2. Details about how course is being adapted for international aspects of the program
		+ 1. (*What makes the program different from the way it is taught/offered on the TAMU-CC campus?)*
	3. List assessments that you will use for the course that will help measure if course objectives have been met.
	4. Tentative Itinerary for the course detailing scheduled contact hours and relevant excursions/activities for the duration of the program.
		+ 1. 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 Study Abroad Office; however, faculty are encouraged to schedule separate orientation sessions with the students as well to build better group report.*