TAMUCC 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, in order to keep the program financially feasible.
   b. Chair and/or Dean should help determine salary and teaching loads with faculty leaders

II. Meet with the Office of International Education 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, 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 faculty led program proposal process & submit for approval
   a. Coversheet
   b. Detailed itinerary/schedule
   c. Justification Memo
   d. Budget Worksheet

V. If program is approved, work with OIE to determine:
   a. Application procedures and deadlines
   b. Marketing & promotion
   c. Application review & selection process

VI. If program fills and is confirmed to run, faculty can complete the Foreign Travel Approval process and the Travel Request process for their intended program.