TAMUCC Proposal for Faculty Led Programs

COVER SHEET

Is this a new program or ongoing program?  □ New Program □ Ongoing Program

(For ongoing programs, provide dates 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

Maximum # 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
   - Program Preparations
   - Course Syllabus
   - Tentative Itinerary
□ Justification Memo  □ Budget Worksheet

ONGOING PROGRAMS:
□ Cover Sheet  □ Detailed Narrative
   - Statement of Program History
   - Recommendations from past program
   - Program Preparations
   - Course Syllabus
   - Tentative Itinerary
□ Justification Memo  □ Budget Worksheet

Required Signatures:

Faculty Signature:  Date:
Faculty #2 Signature:  Date:
Dept. Chair Signature:  Date:
College Dean Signature:  Date:
OIE Signature:  Date:
Provost/VP Acad Affairs Signature:  Date:

Completed forms can be returned to: Office of International Education;  UC, 226;  Email: Study.Abroad@tamucc.edu
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Narratives can be typed up in word format and submitted along with the cover sheet.

Detailed Narrative Guidelines for NEW Program Proposals:

I. **Provide a brief summary/abstract of the program that you are proposing**

II. **List any preparations faculty have made for the program.** *Preparation should include any significant information relating to any or all of the following:*
   a. Familiarization visits to site, city, or country of destination
   b. Language or Culture background of faculty member(s) leading the program that are relevant to the program or program destination
   c. Faculty leader(s) previous experience with faculty led programs in the past
   d. Previous research or study in program destination
   e. Outreach to provider programs (if using a provider program, include preparations completed with provider, if applicable)

III. **Course syllabus**
   a. Syllabus should include objectives and goals, required assignments, grading, etc.
   b. Details about how course is being adapted for international aspects of the program
   c. Tentative Itinerary for the course detailing scheduled contact hours and relevant excursions/activities for the duration of the program.

IV. **Justification Memo explaining the reason, relevance of the program destination to the course**

V. **Budget Worksheet**
   a. Office of International Education will assist you with compiling the overall budget sheet.
      i. Faculty leaders may be asked to submit specific costs/figures (Costs for accommodations, meals, excursions/entrance fees, etc.)

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Detailed Narrative Guidelines for ONGOING Program Proposals:

I. **Provide a brief summary/abstract of the history of the program.**
   a. How often the program has run in the past and/or when program was last offered
   b. Which faculty members/departments has led the program in the past
   c. Number of students typically enrolled and typical students targeted for program

II. **List any recommendations and/or any changes being made to the current proposal as a result of past program evaluations.**

III. **List any preparations faculty have made for the program.** *Preparation should include any significant information relating to any or all of the following:*
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