**TU Faculty-Led Study Abroad   
Program Proposal Packet**

Proposal Guidelines

* All faculty-led credit-bearing programs are administered by the TU Study Abroad Office in partnership with TU academic units and colleges. Any faculty member who wishes to lead a program overseas that carries academic credit must submit a proposal and be approved by the TU Faculty-Led Study Abroad Programs Subcommittee and adhere to the policies and procedures regarding faculty-led programs.
* Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus(i), and contact hour requirements (see below) prior to submission to the review committee. Please refer to the Department Chair/College Dean Proposal Review Guidelines for more information.
* TU courses offered abroad must be of comparable academic rigor to those offered on campus. The number of credits associated with the program should be based on the number of contact hours (minimum 37.5 contact hours per credit per MHEC regulations). Note: Faculty- led study abroad courses are designated as field trip experiences for the purpose of MHEC credit hour requirements. The 4 credit maximum for on-campus Minimester courses does not apply to study abroad.
* Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates.
* Courses being taught on faculty-led programs must meet the learning objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chair(s) and college dean(s) to reflect the international context in which it will be taught and to ensure the content is applicable to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.
* Course(s) offered abroad must be applicable to the host country/region and taught in context.
* All TU faculty-led study abroad programs are wholly self-supporting. All costs of offering the program, including faculty salary and expenses, must be covered by the program fee charged to the students. Regular TU tuition and fees are NOT charged for faculty-led study abroad programs; instead, a unique fee is set for each individual program, depending on its costs. Efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program.
* A program will typically have one primary Faculty Director. If the program is associated with two or more discrete courses a second Faculty Director may be considered if they will be teaching a course. The second Faculty Director will have equal teaching duties, receive a full salary (per the fixed rate for a study abroad program), and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. If the program is associated with one course but there is a desire for two Faculty Directors, rationale must be provided for the second Faculty Director. If approved, one full salary (per the fixed rate for a study abroad program) will be split between the two faculty members.
* A second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. Rationale must be provided for the Faculty Assistant. The Faculty Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
* Minimum and maximum enrollment numbers will be determined during the program development phase after approval. Programs will typically not exceed 25 participants.
* Program proposals for countries with Level 3 or 4 U.S. Department of State Travel Advisories will typically not be approved and will be assessed on a case-by-case basis. Additional information may be required.

Frequently Asked Questions

**When will I know the outcome of my application?**Faculty members will be notified within one month of the submission deadline regarding the outcome of their proposal.

**Can more than one department collaborate on a faculty-led program?**

Yes. Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department chair and corresponding college dean must sign off on the proposal.

**Can more than one proposal be submitted by faculty members within the same academic department?**

Yes, although competition between programs and an assessment of student demand will be taken into account when selecting programs for each cycle. Department chairs and/or college deans are encouraged to consult with the Study Abroad Office in advance of the deadline if multiple proposals are being submitted or to discuss departmental or college strategies for faculty-led programming.

**Can I make changes to my program after the proposal is submitted?**

If your program is approved to run, the Study Abroad Office will work with you to develop your program during which changes may be made as needed. Any changes to the academic content, course offerings, number of contact hours/credits, and/or faculty director(s)/ assistant(s) must be made in consultation with the academic department(s) and college(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

**If I am proposing a program that was approved before, do I need to complete this form?**

Yes. Revisions have been made to the proposal packet for this cycle.

**Do I need to submit a syllabus for the course(s) I plan to teach abroad?**

Yes. The syllabus should include a timeline or tentative program schedule, learning and cultural activities, and learning outcomes. If there are multiple courses being offered, a separate syllabus should be provided for each course. Sample course syllabi are available online for your reference.

**What is the purpose of the Program Contact Hours Calculation Sheet?**

Designated as 'field trip experiences' for the purposes of MHEC credit hour calculation, faculty-led study abroad courses must meet a minimum of 37.5 contact hours (direct and indirect) per credit. The Program Contact Hours Calculation Sheet serves as documentation of the contact hours involved.

**Who reviews my program proposal?**

All complete proposals are reviewed by the TU Faculty-Led Study Abroad Programs Subcommittee. Please review the Faculty-Led Program Proposal Review Considerations for information on how proposals are reviewed and selected.

**Are examples of previous proposals and program models available?**

Sample course syllabi and program itineraries are available online to assist you in the proposal process. Reviewing these documents prior to submitting your proposal may address some basic questions and provide examples of successful past proposals.

Application Instructions

**Proposal deadline for programs to run in Minimester or Spring Break 2020: NOVEMBER 1, 2018**

**Proposal deadline for programs to run in Summer 2020: APRIL 1, 2019**

IMPORTANT: Proposals must be approved by the department chair(s) and forwarded to the college dean(s) for review at least two weeks prior to the submission deadline.

A complete program proposal must include the following:

* TU Faculty-Led Study Abroad Program Proposal Application
* Course syllabi for all courses being taught on the program that includes a tentative program schedule including anticipated topics, assignments, learning activities, and learning outcomes for the course(s) prior to, during, and after the program.
* Program Contact Hours Calculation Sheet
* Signatures of the faculty director(s), alternate faculty director, faculty/staff assistant (if any), department chair(s), and college dean(s)

Complete proposals should be submitted to: Study Abroad Office, (Psychology Building, Rm. #408) or [studyabroad@towson.edu](mailto:studyabroad@towson.edu)

**TU Faculty-Led Study Abroad   
Program Proposal Application**

Faculty Director Information

Primary Faculty Director Name: Click or tap here to enter text. TU ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

Do you plan to be absent from campus (sabbatical, extended leave, etc.) in the year preceding the proposed program term?\* Choose an item.

*\*Faculty who will be absent for any part of the academic year prior to the proposed program may not be eligible to apply. Please contact the Study Abroad Office for more information.*

Please describe your qualifications to lead this program including expertise in your field and/or the host location/region. If the primary language spoken there is not English, please provide information regarding your level of fluency in the primary language of that country, and/or anticipated needs for an interpreter/translator.:

Click or tap here to enter text.

Secondary Faculty Director Name (if any)\*: Click or tap here to enter text. TU ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

*\*Please see Proposal Guidelines above regarding # of faculty directors*

Please provide detailed and specific rationale explaining the need for a secondary Faculty Director (e.g. teaching discrete courses, unique duties/role, anticipated enrollment numbers, program logistics, co-teaching, training, etc.):

Click or tap here to enter text.

Faculty Assistant Name (if any)\*\*: Click or tap here to enter text. TU ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

*\*\*Please see Proposal Guidelines above regarding Faculty/Staff assistants*

Please provide detailed and specific rationale explaining the need for a Faculty/Staff Assistant (e.g. unique duties/role, anticipated enrollment numbers, program logistics, training, etc.):

Click or tap here to enter text.

You are required to identify an alternate faculty member to lead the group in the event that you cannot perform the duties of the Faculty Director (unless there is a second Faculty Director or Assistant already designated). *See page 10 in the Study Abroad Faculty Handbook for more information.*

Alternate Faculty Director Name: Click or tap here to enter text. TU ID#: Click or tap here to enter text.

Tel. #: Click or tap here to enter text. Email: Click or tap here to enter text.

Academic Department: Click or tap here to enter text.

Program Information

Program Title: Click or tap here to enter text.

*Note: Program proposals for countries with Level 3 or 4 U.S. Department of State Travel Advisories will typically not be approved. Petitions by faculty members to run a TU faculty-led study abroad program in countries with Level 3 Travel Advisories will be considered on a case-by-case basis. Additional information may be required.*

Program city(ies): Click or tap here to enter text.

Program country(ies): Click or tap here to enter text.

Preferred program term: Choose an item. If other, please indicate here: Click or tap here to enter text.

I am flexible regarding the program term.\* Choose an item.

If no, please explain why. Click or tap here to enter text.

Program length (# days in country): Click or tap here to enter text.

Program start date (departure date from U.S.): Click or tap here to enter text.

Program end date (arrival date back in U.S.): Click or tap here to enter text.

Anticipated frequency of offering: Choose an item.

If other, please indicate here. Click or tap here to enter text.

Does this program require students to meet specific physical demands to participate? Choose an item.

If yes, please explain. Click or tap here to enter text.

Please list any cooperating institutions or organizations (if known). E.g. study abroad provider, language school, foreign university, or other on-site organization in the host country(ies). *Note: Faculty directors are not required to have existing contacts or providers in mind – providers will be identified during the program development process.*

Click or tap here to enter text.

Anticipated program housing: Choose an item.

If other, please indicate here. Click or tap here to enter text.

Academic Information

Cross-listing of courses within and/or across disciplines and offering both undergraduate and graduate level credit options is recommended whenever possible to broaden the applicant pool.

**Course # 1**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.  
 *Note:* *Prerequisites for existing courses may be adjusted or waived with the approval of the academic department/college if appropriate*

**Course # 2**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.

**Course # 3**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.

**Course # 4**

Subject (e.g. ENGL): Click or tap here to enter text. Course #: Click or tap here to enter text. # credits: Click or tap here to enter text.

Requirements fulfilled (if any) i.e. core category/major/minor: Click or tap here to enter text.

Prerequisites (if any): Click or tap here to enter text.

**Total # of credits to be awarded on the program** (minimum 37.5 contact hours - direct and indirect - per credit):

Click or tap here to enter text.

Eligibility requirements (if any) for the program besides course specific prerequisites indicated above E.g. class standing, major/minor, minimum GPA (if higher than standard 2.5 cumulative), etc.

Click or tap here to enter text.

Explain the applicability of the location to the course(s) and/or how the course(s) is/are enhanced by the in-country experience.

Click or tap here to enter text.

Describe the learning activities included in the course syllabi/timeline (cultural activities, classroom time, guest lectures, field trips/excursions, group learning activities, research, service learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) and how they will enhance the academic and cultural content of the course(s).

Click or tap here to enter text.

Program Marketing and Recruitment

Note: It is the responsibility of the faculty director(s) to promote the program with guidance and support from the Study Abroad Office. Supporting documentation may be submitted with the proposal application to demonstrate anticipated student interest/demand (e.g. # relevant majors/minors at TU, informal assessment of student interest in the topic/location, or other relevant information.

How do you plan to recruit participants for the program (please list at least three ideas for marketing which you plan to employ):

Click or tap here to enter text.

Which majors, minors, and/or other student groups do you intend to target in terms of marketing your program?  
Click or tap here to enter text.

What challenges do you expect in recruiting for this program?  
Click or tap here to enter text.

Provide a brief overview of the program (to be used for advertising materials and the description on the program page) including the academic topic, location, and program highlights such as key excursions, academic visits, and cultural activities.  
Click or tap here to enter text.

**Detailed Account of Student Contact Hours for Study Abroad**

Program Title: Click or tap here to enter text.

Term: Click or tap here to enter text.

Course(s): Click or tap here to enter text.

Total # Credits: Click or tap here to enter text.

IMPORTANT: A minimum of 37.5 hours (direct and indirect activities) is required *per credit.* Contact hours may include class time, guest lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/research/assignments, other academic activities, and cultural activities/visits conducted **prior to, during, and/or after** the in-country program dates.

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| --- | --- | --- | --- | --- |
| **Date** | **Location** | **Activity: Direct (e.g. seminar, lecture, class, service learning, academic visits, guest speaker, program specific orientation, etc.)** | **Activity: Indirect or independent (e.g. cultural activity, homework/assignments, structured reflection time etc.)** | **# hours** |
|  | Towson University | Pre-departure orientation (conducted in coordination with the TU Study Abroad Office) |  | 3 |
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|  |  |  | **TOTAL # HOURS** |  |

Faculty Director/Assistant Agreement

This agreement serves to confirm that the primary Faculty Director, secondary Faculty Director or Faculty/Staff Assistant (if any), and designated Alternate Faculty Director understand their responsibilities with regards to the policies, development, marketing and administration of faculty-led study abroad programs sponsored by Towson University.

1. Academic Content of the Program: Syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the Faculty Director.
2. Number of Faculty Directors: A program will typically have one primary Faculty Director. If the program is associated with two or more discrete courses a second Faculty Director may be considered. The second Faculty Director will have equal teaching duties, receive a full salary, and their program expenses will be covered. The Faculty Directors may choose to split one full salary or take a reduced salary should the cost of two full salaries be prohibitive to the program budget. If the program is associated with one course but there is a desire for two Faculty Directors, rationale must be provided for the second Faculty Director. If approved, one full salary will be split between the two faculty members.  
     
   A second faculty or staff member may accompany the Faculty Director in a supportive role as a Faculty/Staff Assistant if the program budget allows. Rationale must be provided for the Faculty/Staff Assistant. The Faculty/Staff Assistant will have no teaching duties and receive no salary but his/her program expenses will be covered.
3. Faculty Compensation: All Towson University faculty-led study abroad programs are wholly self-supporting. This means that all costs of offering the program, including the faculty salary and expenses, must be covered by the program fee charged to the students. Regular TU tuition and fees are NOT charged for faculty-led study abroad programs; instead, a unique fee is set for each individual study abroad program, depending on its costs. All efforts must be made to keep such costs to a minimum without jeopardizing the quality of the program.  
     
   Faculty Directors are paid a fixed rate for teaching a short-term study abroad program ($4,000 plus 8% fringe benefits) and are not paid per course. Travel and living expenses are also covered per the program budget. In order to minimize expenses, the per diem allocation is calculated as 50% of the U.S. Department of State foreign per diem rate for meals and incidental expenses in the host city(ies) with the exclusion of any meals included in the program (e.g. welcome and farewell dinners, daily breakfast if provided at a hotel, meals provided by a host family, etc.).   
     
   Faculty/Staff Assistants (if any) do not receive a salary but their program expenses will be covered as above.   
     
   For programs that exceed their minimum target enrollment, any significant 'surplus' funds generated beyond the original budget will be used to benefit the students in the form of extra activities/meals, the addition of a Faculty/Staff Assistant, and/or a reduction of the program fee.
4. Collaboration with the Study Abroad Office: Faculty Directors and Faculty/Staff Assistants agree to work in collaboration with the Study Abroad Office staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Directors agree to communicate regularly with the Study Abroad staff member responsible for the study abroad program.
5. Travel and Logistical Arrangements: A program provider or on-site coordinator will be identified by the Study Abroad Office to arrange program logistics (housing, in-country transportation, excursions and possibly meals, guest lectures, etc.). The Study Abroad Office will designate an international flight for students (optional) or a group flight (required) will be included in the program cost.  
     
   The primary Faculty Director and secondary Faculty Director or Faculty/Staff Assistant (if applicable) will be booked on the designated or group flight. One Faculty Director or Faculty/Staff assistant must travel on the designated or group flight from the point of origin and be with the group for the duration of the course. Any exception to this policy requires Study Abroad Office approval.
6. Marketing and Recruitment: Program-specific marketing and the recruitment of students is one of the primary Faculty Director’s main responsibilities. The Study Abroad Office will create a program page and produce materials for marketing purposes. Other marketing materials must be approved by the Study Abroad Office. Faculty/departments agree to promote their program to students and peers, conduct classroom visits to promote the program, as well as market to colleagues and groups outside of Towson University.
7. Student Orientations: All Minimester/Spring Break orientations will be held in November of the prior year. All summer orientations will be held in April of the same year. Orientations for faculty-led programs falling outside of these terms will be scheduled on an individual basis with the Faculty Director. Faculty Directors must attend both segments of this orientation or schedule a group meeting at an alternate time with the approval of the Study Abroad Office. The Study Abroad Office will provide a general pre-departure handbook to each student at the orientation session. The Faculty Director is responsible for providing any academic related materials to the Study Abroad Office in advance of the orientation for inclusion in participant folders. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, Faculty Directors are encouraged to conduct additional pre-departure activities with participants. All programs must have an on-site orientation conducted shortly after arrival. Faculty Directors are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.
8. General Supervision of Students: Faculty Directors will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Faculty Directors are the primary person responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student’s conformance to University and other applicable policies, rules, regulations and standards of conduct. Directors should be familiar with the Towson University Code of Conduct as well as Study Abroad policies (outlined in the Faculty-Led Study Abroad Programs Handbook).
9. Accompanying Persons on Faculty-Led Programs: Faculty Directors or Faculty/Staff Assistants intending to have accompanying non-participants on the program must inform the Study Abroad Office during the development phase to verify feasibility. All accompanying non-participants and the faculty member are subject to the *Guidelines for Accompanying Family Members* in the Faculty-Led Study Abroad Programs Handbook and are required to sign and submit the *Faculty-Led Study Abroad Program Accompanying Family Member/Companion Agreement* to the Study Abroad Office at least four weeks prior to departure. Children under the age of 18 must be under the supervision of an adult other than the Faculty Director or Faculty/Staff Assistant at all times. At no time should a program participant be asked to care for or supervise a child of a faculty member.
10. Faculty Director Preparation: As leading a study abroad program is both challenging and complex, all Faculty Directors and Faculty/Staff Assistants are required to complete the Study Abroad Faculty Director/Assistant Training prior to leading a program. Recertification is required every three years. Faculty may also request an individual meeting with Study Abroad staff in preparation for their program.
11. Health, Safety and Communication: In the interest of the health and safety of participants in faculty-led study abroad programs, the primary Faculty Director is required to confirm the group’s arrival with the Study Abroad Office via email and/or phone within 24 hours of arriving to the program site(s), and is expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Faculty Directors and Faculty/Staff Assistants should be prepared to respond to health and safety problems whether emergency or routine in nature. Faculty Directors and Assistants are required to obtain and carry a Towson University Business Travel Credit Card for the duration of the program in case of emergency.
12. Financial Reporting: The University requires complete financial reporting for all expenses incurred by the program. Study Abroad Office staff will review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures with the primary Faculty Director prior to departure. The Faculty Director(s) and Faculty/Staff Assistants are required to complete a Travel Expense Voucher and submit all required receipts and other documentation for expenses incurred within one week of the program end date.
13. Final Report and Evaluation: A final program report must be submitted to the Director of Study Abroad within 30 days following the end of the program. Guidelines for this report can be found in the Faculty-Led Study Abroad Programs Handbook. This report discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
14. Grade Submission: Faculty Directors should post grades online or submit final grades to the Study Abroad Office no later than 30 days following the conclusion of the program. If participants have outstanding coursework a grade of “I” will be recorded until a grade can be determined.
15. Cancellation: The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and elevated travel advisories from the U.S. Department of State. The Study Abroad Office closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.  
      
    If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline it may be cancelled. If possible, the application deadline date will be extended. If minimum enrollment still has not been met by the program’s final application deadline, the Study Abroad Office will assess the program budget and determine whether it is financially reasonable to run. If the program is cancelled due to low enrollment or any other reason, the Faculty Director will not receive any monetary compensation.
16. Withdrawal: It is expected that the primary Faculty Director(s) submitting a proposal is making a commitment to the program and will not withdraw from the position of Faculty Director for the program except in an emergency. You must identify an alternate primary faculty member to lead the group in the event that you cannot perform the duties of Faculty Director (unless there is a secondary Faculty Director or Faculty/Staff Assistant already in place). In the event the primary Faculty Director must withdraw from the program the alternate Faculty Director will be called upon to take over the program.

Acknowledgements and Approvals

*Faculty Director(s)/Assistants*

* I acknowledge that I have read, understand, and agree to the expectations and responsibilities of a Towson University Study Abroad Program Faculty Director or Faculty/Staff Assistant as outlined in the Faculty Director/Assistant Agreement above.
* I have reviewed the [TU Faculty-Led Study Abroad Programs Handbook](https://www.towson.edu/academics/international/abroad/faculty/programs/documents/facultyhandbook.pdf).
* The information I have provided on this form is true and accurate to the best of my knowledge.

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*Primary Faculty Director Name Signature Date*

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*Secondary Faculty Director Name (if any) Signature Date*

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*Faculty/Staff Assistant Name (if any) Signature Date*

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*Alternate Faculty Director Name Signature Date*

*Sponsoring Department(s) and College(s)*

Academic department(s) and college(s) are responsible for reviewing and endorsing all academic components of the proposed program including course subject matter, instructional delivery methods, syllabus(i), and contact hour requirements (see below) prior to submission to the review committee. Please refer to the Department Chair/College Dean Proposal Review Guidelines for more information.

Proposals must be approved by the department chair(s) and submitted to the college dean(s) for review by the primary Faculty Director **at least two weeks prior** to the submission deadline.

*Department Chair(s)*

* I have reviewed and support the applicant's faculty-led program proposal.

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*Chair of the Sponsoring Department Name Signature Date*

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*Chair of the Secondary Sponsoring Department Name (if any) Signature Date*

*College Dean(s)*

* I have reviewed and support the applicant's faculty-led program proposal.

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*Dean of the Sponsoring College Name Signature Date*

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*Dean of the Secondary Sponsoring College Name (if any) Signature Date*

**Please submit your complete proposal with all required approvals to the Study Abroad Office by the deadline: Minimester/Spring Break 2020: November 1, 2018   
Summer 2020: April 1, 2019**