



Texas A&M University-Central Texas Faculty-Led Study Abroad Program Proposal

Warrior Center for Student Success (WCSS) provides resources, guidance, and logistical support for faculty to develop successful short-term study abroad opportunities that follow standard university policies and procedures. This form is to be completed and submitted to the Dean of the respective school no later than the census date of the semester prior to the proposed departure date.

Faculty must follow the strict timelines and requirements as listed in the Faculty-Led Program Guidelines Manual.

Faculty or Staff Leaders

Program Leader Name (exactly as it appears on passport):

Phone: Email: Department:

Experience in program country/language skills (if applicable):

Co-Leader Name (exactly as it appears on passport):

Phone: Email: Department:

Experience in program country/language skills (if applicable):

Proposed Program Information

Program Title:

Course Prefix and Number (e.g. ENGL 465): Year: Semester:

Number of Credit Hours: Number of Contact Hours:

Prerequisites (if applicable):

This course is (check one):
 Elective Course **OR** Substitutes required course prefix and number:

Is this program restricted to a particular major? No Yes:

Will faculty leader(s) be interviewing applicants as a condition of acceptance into program? Yes No

Proposed Course description (this description will be used to promote your program to students):



Program Country (Countries):

Travel Dates: to Total Days of Travel:

Non-Travel coursework: On-Campus Online Course Hybrid Course

Number of students you anticipate enrolling:

Minimum number of students needed (for program to run):

Research will be conducted in the Program Country: Yes No

Technology or hardware belonging to TAMUCT will be taken to the Program Country: Yes No

Logistics and Cost

Please answer the questions below according to anticipated travel arrangement plans that will be made. Programs approved for travel will be required to submit a detailed Travel Itinerary Form at least four weeks prior to departure.

Estimated Total Program Cost per student, including airfare (excluding tuition and fees):

Please check the one that best describe your proposed program:

- The program will be located primarily at a stationary campus, research station, or institute with on-site housing facilities
- The program will be mobile with stops in several locations, and accommodations primarily at hotels

What programs or organizations will you be working with for program content or logistical support?

Describe travel arrangements from TAMUCT to the program site and back:

Describe arrangements that will be made for in-country transportation:



Describe arrangements that will be made for lodging for the duration of the program:

Specify meals that will be included in the program fee:

How do you plan to market the program to students?

Attach the following (required):

- Course syllabus describing the course, text, etc.
- Course calendar with tentative travel itinerary (third part program creates)
- Description of how travel component supports Learning Outcomes (might be embedded in the syllabus)

Signatures

As the Program Leader and/or Co-Leader, I agree to attend the Program Leader Pre-Departure Orientation, ensure that all participants attend the Student Pre-Departure Orientation, and to distribute post-travel surveys to program participants.

Program Leader

Date

Co-Leader

Date

Program Leader's Department Head

Date

Co-Leader's Department Head

Date

Dean (of Program Leader)

Date



I attest that I have met with the Program Leader and Co-Leader to provide guidance on this proposal, will conduct the Pre-Departure orientations, and will assist in developing marketing materials for this program.

Assistant Director of Warrior Center for Student Success

Date

Approvals

All signatures should be obtained before announcement and promotional activities; prior to approval, promotional material must indicate that program is pending approval. Department chair/dean signatures indicate approval of course offering and willingness to fund faculty salary for a full course at stated time.

AVP for Academic Affairs

Date

Compliance Officer

Date

Provost/VP of Academic and Student Affairs

Date