

# International Short-Term Faculty-Led Course *Proposal*

Please provide the following information regarding your proposed course. Once submitted to the International Center a meeting will be scheduled with your Dean and Chair to discuss details, feasibility and initial preparations.

Professor Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Department: \_\_\_\_\_ Chair of Department: \_\_\_\_\_

Dean of Department: \_\_\_\_\_

Title of proposed course: \_\_\_\_\_

Brief description of the course:

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CRN # (if this course is already offered): \_\_\_\_\_

What year/level of student is this course intended for: \_\_\_\_\_

Is this a requirement for a major or minor? Y N Is this a general education course? Y N

If this course is offered during the academic year what is your average class size? \_\_\_\_\_

Are there ever students on a wait list for this course? \_\_\_\_\_

Where would you like this course to take place abroad? \_\_\_\_\_

What museums, landmarks, sites, etc. do you plan to use for this course?

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What additional materials and/or services would you or your students need for this course?

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## Points to Consider Regarding Your International Short-Term Faculty-Led Course

- All courses require a 12-student minimum and a 25-student maximum.
- There will only be 1 faculty member for each course.
- Your housing and airfare will be covered by the program cost.
- In many cases spouses/partners can join in the program for an additional cost.
- The feasibility and cost of the course will be determined by the International Center in collaboration with the selected program provider.
- If there is a high demand for the course, students will be selected on a first come, first serve basis (once a complete application and deposit are received). The professor will be responsible for tracking the order of applicants.
- The professor must approve each student that is applying for the course.
- The professor will be in charge of collecting all completed applications and deposits and giving them to the International Center by the due date.
- The professor must provide a syllabus for their course.
- The professor will work closely with the program provider to create their program. There is much preparation and paperwork involved in this process and it is vitally important that all deadlines are strictly observed.
- The professor will be asked to promote and advertise the program on and off campus.
- The professor may want to arrange periodic meetings for participating students throughout the semester.
- There will be a mandatory pre-departure meeting for all students and faculty attending the program.

The International Center will provide support and guidelines to both students and faculty for the program abroad and it should be understood that this arrangement is a partnership and your cooperation is greatly appreciated.

If you have any questions please contact:

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or

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