

## Faculty-Led Study Abroad Proposal

Proposals must be submitted a minimum of ten months prior to proposed program date.

<b>Sponsoring Department/ Organization</b>	<b>Proposal Date</b>
<b>Lead Faculty</b>	<b>Additional Faculty/Staff</b> (required for groups of 10 or more participants)
<b>Program Category</b>	Faculty-Led Course - A CCS credit-based course designed and taught by CCS faculty
	Faculty-Led Advertised Program - A travel opportunity organized externally and advertised to CCS students by CCS faculty/staff
	Faculty-Led Trip - A non-credit excursion abroad available only to CCS students ad led by CCS faculty/staff
<b>Program Dates</b>	<b>Program Destination(s)</b>
<b>Why was this destination selected?</b>	
<b>What experience/support does the Lead Faculty have in the proposed destination(s)?</b>	
<b>What language is spoken in the proposed destination(s)? If not English, what plan is in place to help participants navigate interactions?</b>	
<b>Program Capacity</b> (maximum number of students)	<b>Required GPA</b> (must be 3.0 or higher)
<b>Participant Selection Criteria and Application Procedure</b>	

<b>Brief Program Description</b>
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<b>Brief Lodging and Travel Accommodation Description</b>
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**Please attach the following documents to this proposal before submitting for Department and Academic Affairs approval.**

1. A program overview prepared using the CCS syllabus template. The syllabus template is the format that will be used for any of the three categories of Faculty-Led Study Abroad programs and will include:
  - General information such as course title, dates/duration, and location
  - Faculty information
  - A detailed description of the program
  - Anticipated learning outcomes
  - Trip itinerary, including dates, locations, anticipated housing and transportation, and activities
  - If applicable, credit amount and type (studio or lecture)
  - If applicable, course-level and pre-requisite requirements
2. A complete Faculty-Led Study Abroad Budget Worksheet that estimates costs for all participants.

**In signing this form, I agree to abide by all College policies and procedures related to study abroad trips and to uphold all College polices related to student conduct.**

<b>Lead Faculty Signature</b>	<b>Date</b>
<b>Additional Faculty/Staff Signature (as applicable)</b>	<b>Date</b>

## **Department Approval**

**In signing this form, I verify that I have considered the program overview and, if applicable, have confirmed that the course learning outcomes align with program learning outcomes. I further confirm that, if necessary, I have developed a plan to cover the responsibilities (including classes) of involved faculty.**

<b>Chair Signature</b>	<b>Date</b>
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## Academic Affairs Approval

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In signing this form, I verify that I have evaluated the program overview and attest to the quality and need for the program outlined.

Associate Provost Signature	Date
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Once Department and Academic Affairs approval is received, please attach the following documents to the packet before submitting to the International Student Services Office.

1. Contact information for any entity consulted in planning, i.e. travel agencies, lodging establishments, transport companies, and other institutions/companies who will be hosting and/or collaborating
2. Any contracts under negotiation with external entities
3. A marketing statement and five images for use in recruitment/promotional materials

## International Student Services Office (ISSO) Approval

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In signing this form, I verify that I approve the proposed destination(s) for travel. I also confirm that I will work with the Lead Faculty to as stated in the Faculty-Led Study Abroad Roles and Responsibilities protocol.

ISSO Director Signature	Date
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