



Faculty- Led Program Proposal Form

Please complete this form to propose faculty led travel course, and return to the Dean of the Office of International Education. Once the proposal form is reviewed, a meeting will be held to discuss the proposal, and gain additional approval from your school dean, and VP / Dean of the College.

Sponsoring Faculty

Faculty 1 Name

Faculty 1 Contact Phone

Faculty 1 Academic school

Faculty 1 Email Address

Second Sponsoring Faculty

Faculty 2 Name

Faculty 2 Email Address

Faculty 2 Contact Phone

Faculty 2 Academic school

Proposed Program Details:

Trip Name

Proposed Destination

Dates (approximate time frame if no specific dates)

Is this trip associated with an academic course? (Y/N)

If yes, please list course name, course number and semester it will be offered

Is the trip mandatory for the course, or optional?

Will the trip only be open only to students registered for the course?

Will there be special criteria for participation (class standing, major, GPA, etc.)?

Tentative itinerary for the trip: cities/locations, specific destinations (historical sites, museums, etc)

Please provide a brief description of the course and associated trip. Provide specific objectives and explain how the trip will achieve those objectives.

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

Notes: Courses require a twelve (12) student minimum. One faculty member will be assigned as the leader. A second faculty co-leader / chaperone is required for all faculty led travel courses. Proposals must be submitted three (3) semesters in advance of planned travel.