Proposal Form

General Information

Faculty Program Director

Title: Email:	
Email:	
Phone:	
Department:	
College:	
Will a second staff member, or student be required as support staff? (OIED recommer one faculty member or support person per 15-22 students. If a program will have morthan 15 students faculty directors may consider adding a second support staff, faculty member, graduate or undergraduate assistant as outlined above.)	
First Support Staff	
Name:	
Title:	
Email:	
Phone:	
Department:	
Expertise in the host country or in the discipline:	

Second Support Staff Name: Email: _____ Phone: Department: Expertise in the host country or in the discipline: Explain the role and qualifications of support staff (Please attach a resume or CV for each support staff):

Basic Program Information

Title of Program:
Program Location:
Proposal Type:
Spring Break:
Summer A:
Summer B:
Summer C:
Course Information (Summer A & B programs will two courses, for a total of six credits. Summer C programs must have at least 3 courses for a total of 9 credits and a maximum of 12 credits.)
Course 1
Title and Number:
Instructor:
Course Prerequisites:
Course 2
Title and Number:
Instructor:
Course Prerequisites:

Program Details

Program Rationale: Teaching and Learning

2.	What are the learning goals for this program?

3.	How does this program support the goals of the college, school, department and university of providing global experiences for students?

4.	How will you connect students to the local culture?

Health and Safety

1.	Are there any health, safety or security concerns related the country or location where you are proposing a program? You may wish to review resources available through the U.S. Department of State, Center for Disease Control and Prevention, or International SOS.

2.	What means of transportation will be used in country for proposed excursions? Please address any transportation related safety concerns.

Recruitment and Program Preparation

1.	Which group of students will this program target and why will this program appeal to those students? How large is this target population?

How Will	you, your de	partment, co	ollege or so	cnool reach	these targ	et students

Previous Experience

1.	Please detail your previous experience teaching this course or similar courses at FAMU or other institutions.

2.	What is your previous experience with the proposed country or location for this program? When was the last time you visited the location and for how long? Do yo speak the local language?

Program Logistics Have you obtained quotes form at least three approved program providers for this program? If yes, please list the providers below and submit the quotes to OIED. Are flights included in the program quotes? (Yes, No) If not, have you obtained quotes for group flights from at least three approved travel agents? If yes, please list the providers below and submit the quotes to OIED.

Program Itinerary

Please complete the itinerary, include the location, city and country, and all activities planned for each day, lectures, museum visits, site visits, tours, etc.

	Date	Location	Activities
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
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Day 9			

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In addition to this form please submit a syllabus or syllabi for courses that will be taught as part of this program

Faculty Member Agreement

If I am approved to lead this program and teach this course, I agree to follow university policies with regards to short-term international programs. Including but not limited to:

- Submitting an update to this proposal if there are any significant changes
- Sharing a complete and detailed itinerary with students and OIED in advance of departure.
- Attending all faculty workshops

Printed Name:	Date:
Signature:	

Approvals

By signing below you indicate that the proposed program is consistent with the department, school or college's policies, mission, and goals.

Department or Unit Chair/Supervisor	
Name	_
Signature	_
Date	_
Dean of the College or School	
Name	_
Signature	_
Date	_
Assistant Vice President for International Education a (for the International Education Committee)	and Development
Name	
Signature	
Date	_