

**COURSE PROPOSAL**

OFFICE OF THE ASSOCIATE

(Include location and refrain from "Special Topics")	

Note: minimum enrollment numbers must conform to the same standards applicable to on-campus courses.

Dates of Travel: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

It is required for each student taking an International Study Abroad Programs to register in the US Embassy/Consulate before departing the USA. Also, any faculty member leading a group is required to register the group in the US Embassy/Consulate before departing the USA.

Department: \_\_\_\_\_

Course(s): \_\_\_\_\_

Country: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Name of the University/Host Institution Abroad:

In case of cancellation, when would you be willing to offer the same course(s)?

Spring \_\_\_\_\_ Fall \_\_\_\_\_ Summer I \_\_\_\_\_

Summer II \_\_\_\_\_ Mini-Session \_\_\_\_\_ Special Session \_\_\_\_\_

Same Semester: Online \_\_\_\_\_ On-campus \_\_\_\_\_

What plans do you have in case there is an emergency after departure to the study abroad location?

Cancel the program and send students home?

## **Faculty-Directed Study Abroad Program Proposal**

**Proposed Program Name**

**Program Year and Semester**

**Frequency of Program Offering:** Annually, Every other year, Other

**Anticipated student enrollment:** min – max

**Program Cost:** min – max, if applicable

**Application Deadline**

### **Program Logistics Information**

**Program Length:** Number of days/weeks

**Tentative arrival date:** To program site

**Tentative departure date:** From the program site

**Program City and Country:** List all cities and countries the program will be located with dates

**Program Housing:** List housing options in all program cities and countries with dates

**Program physical requirements:** Regular, Strenuous, Very Strenuous

### **Program Faculty Information**

**Primary Faculty Director Name:**

**Affiliation:** Department and College

**Campus Address**

**Email**







Describe your prior experience in the host country, with topics relevant to the host country as a context for this study abroad program, and if applicable, your proficiency with languages relevant to the program and host community(ies).

### **H. Student Preparation**

Describe how students will be prepared/oriented for the program and what, if any, post-program follow-up will be available to them, i.e. program reunion, reflective “unpacking” workshops, etc. budget should reflect all post-program cost

### **J. Explain all health, safety, and security precautions, including political and economic situation**



### **Program Director Responsibilities Agreement**

- 1) Cooperate and engage in all activities and events that are part of the program including participation in the Study Abroad Fair and individual recruitment efforts. In the event of an inability to participate, assign qualified representative.
- 2) Develop promotional materials (i.e.



languages. In the event of emergency, follow steps of emergency management. Notify the Office of Study Abroad and maintain communication and updates throughout the procedure.

- 13) Refrain from driving vehicles with student passengers outside the U.S. and secure appropriate local transportation as necessary. In the event it is necessary to rent and drive a vehicle outside the U.S., approval must be obtained from the Study Abroad Director prior to departure for the program. The Program Director, otherwise, assumes personal responsibility for all costs and said expenses are not reimbursable.
- 14) Manage the travel budget assigned for the program. Provide accounting paperwork consistent with Lamar University policies. Reconcile expenditures appropriately with the Office of Study Abroad.
- 15) Provide leadership and model behavior that is consistent with the Texas State University System and Lamar University Faculty Handbook, as well as its policies and procedures during the duration of the study abroad program. A violation of personal or professional conduct can lead to referral to the legal system for prosecution, demotion and/or termination of employment. University employees must observe the basic standards of good conduct, including any consumption of alcohol in a responsible, legal, and safe manner and in moderation and strict adherence to Title IX and sexual misconduct policies.

   
I hereby acknowledge that I have read the above text carefully before signing and I agree to all conditions specified

\*Program faculty,