|  |
| --- |
| Texas A&M University  PROPOSAL TO TEACH COURSES OUTSIDE THE U.S. DURING  SUMMER 2013  Submit the complete proposal and required attachments (see checklist) to the Study Abroad Program Policy Committee (SAPPC) member of your college by May 1, 2012. A list of the SAPPC members can be found at:  [Study Abroad Program Policy Committee](http://internationalaffairs.tamu.edu/content/study-abroad-program-policy-committee)  A final review of all program proposals is done by the [Study Abroad Program Policy Committee (SAPPC)](http://internationalaffairs.tamu.edu/content/study-abroad).  However, a study abroad program approved by the appropriate department head(s), SAPPC representative(s), and dean(s) is considered an approved program. Such courses taught through the College Station campus would be eligible for a Study Abroad Enhancement Fund (SAEF) supplement if they meet all requirements. Modifications to proposed courses or programs may be requested throughout the review process.  The Texas Higher Education Coordinating Board (THECB) is mandated by law to certify courses taught abroad. For more information, please see: [THECB - Study Abroad - Frequently Asked Questions](http://www.thecb.state.tx.us/index.cfm?objectid=6362FE91-0C87-3677-5E357CD18B01746A)  *PROGRAM FACULTY*  Faculty of Record for the course(s) taught overseas:  Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailstop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*If placeholder, the final name should be submitted by February 1 for a summer departure. Failure to meet this deadline may result in ineligibility for Study Abroad Enhancement Funding. For Fall and Spring semesters, the final name should be submitted no later than one semester prior to the semester of departure.  **Other Texas A&M faculty members teaching in this program (add additional lines as needed):**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailstop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  See Guidelines for information regarding non-Texas A&M faculty members teaching/guest lecturing in such courses abroad.  *PROGRAM GENERAL INFORMATION*  Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(*MM/DD/YY), approximate U.S. departure and return dates as listed on your attached Preliminary Itinerary.  **Country(ies)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you plan to use a Texas A&M University location abroad,** indicate which one and include a note acknowledging availability from one of the following:    **\_\_\_** Santa Chiara Facility in Italy (Paolo Barucchieri, Director, [pbarucchieri@tamu.edu](mailto:pbarucchieri@tamu.edu))  \_\_\_ Soltis Center for Education & Research in Costa Rica (Eugenio Gonzalez, Director, egonzalez.soltis.center@tamu.edu)  \_\_\_ Texas A&M University Qatar (Todd Kent, Assistant Dean for Academic Affairs, [todd.kent@qatar.tamu.edu](mailto:todd.kent@qatar.tamu.edu)) |
| *COURSE(S) TO BE TAUGHT OVERSEAS*  Please include any course cross-listing information, if applicable   |  |  |  | | --- | --- | --- | | **Course Prefix:** | **Course No:** | **Course Title:** | | **Credit Hours** | **Contact Hours** | **Faculty Teaching this course** |  |  |  |  | | --- | --- | --- | | **Course Prefix:** | **Course No:** | **Course Title:** | | **Credit Hours** | **Contact Hours** | **Faculty Teaching this course** |   Add additional courses if necessary |
| *PROPOSAL NARRATIVE*  **Describe the rationale for teaching the course(s) at this location(s).**  Be specific as this information is documented for the Texas Higher Education Coordinating Board as part of the process to teach these courses outside the U.S.)  Please include:   * the academic objectives for the course(s) and how the international location enhances the academic objectives; * the anticipated or documented academic or career benefits to Texas A&M students * how specific course content is better taught in the destination abroad as opposed to in Texas. * whether there is any planned enrollment in an institution other than Texas A&M, either U.S. or foreign   **Are there any known risks associated with the academic program you are planning abroad?** \_\_\_Yes \_\_\_ No **(Please identify the risks and describe how they will be addressed)**  **How will you document students’ progress on the following TAMU Student Learning Outcome (for undergraduates): “Demonstrate social, cultural, and global competence”?**  \_\_\_survey \_\_\_ reflective papers \_\_\_ journal \_\_\_ presentations \_\_\_debriefing sessions \_\_\_other – please describe  More information about all the University Learning Outcomes for Undergraduates and Graduates may be found at [Learning Outcomes.](http://catalog.tamu.edu/)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Is there any additional information you would like to include about your program?** (If so please describe it here or attach other documents to this proposal)  ***SIGNATURE PAGE***  All signatures below are required.  Faculty Signature: (add additional signature lines if needed) As a faculty member leading this study abroad program, I agree to:   1. Attend a university briefing session hosted by the Dean of Faculties. 2. Provide pre-departure programming that is coordinated with the Study Abroad Programs Office. 3. Comply with working fund and all other regulatory guidelines as explained in the pre-departure sessions for faculty leaders. 4. Be listed by my department as faculty of record for the classes taught abroad.   **Faculty Signature: Date:**  **Faculty Signature: Date:**  **Funding: The following is/are responsible for the faculty member’s salary for this study abroad program (select all appropriate):** (Duplicate lines as needed for additional colleges/departments)  ** College – College Dean Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Department – Department Head Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ** Other - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **For summer proposals, is this proposal requesting cost share funds for faculty salary through SAEF?**  **\_\_\_ Yes \_\_\_ No**  Academic Department Approval: (Duplicate this box if collaborating faculty are from different departments.):  My signature below indicates that:   1. The proposed course(s) to be taught outside the U.S. meet all departmental standards.   2. I will assign a workload percentage on faculty workload reports to the faculty member(s) in my department who teach this/these courses.  3. Final faculty name(s) for the program and a location-specific syllabus per course will be provided to the Study Abroad Programs office no later than one semester prior to departure, except for summer programs, where the deadline is February1.  **Department Head Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:** \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Please print name)  Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  College Approval (Duplicate this box if collaborating faculty are from different colleges.)  [SAPPC representative](http://internationalaffairs.tamu.edu/sites/default/files/files/2011-2012%20Members.pdf): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Please print name)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **My signature below indicates** college authorization of the proposed course(s) to be taught outside the U.S., which I attest meet(s) all college standards.  College Dean Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Please print name)  College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  “State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.”  ***PROPOSAL CHECKLIST:***  **\_\_\_ Complete all sections of the application form, including signatures.**  **\_\_\_ Include a draft syllabus for each proposed course to be taught abroad, including 485, 491, or**  **other individualized courses.**  **\_\_\_ Include a preliminary itinerary for the program, including any planned courses, field experiences and**  **other activities during the course or pre/post departure from the U.S.**  **\_\_\_ The signature of the dean(s) will be obtained by your college SAPPC representative(s).**  **\_\_\_ Include a CV (no longer than two pages) for each faculty member.**  **\_\_\_ Include a brief statement of availability from our contacts at the Santa Chiara facility, the Soltis Center**  **for Research and Education, or Texas A&M University, Qatar**  **\_\_\_ An original of the signed proposal and supporting documents should be submitted to your college**  [**SAPPC representative**](http://internationalaffairs.tamu.edu/sites/default/files/files/2011-2012%20Members.pdf) **by May 1, 2012.**  **For questions about proposing an international educational experience, contact your college SAPPC representative or the Study Abroad Programs Office at:**  **Study Abroad Programs Office**  **MS 3262, Bizzell Hall West, 1st floor**  **phone: 979-845-0544, Email:** [**studyabroad@tamu.edu**](mailto:studyabroad@tamu.edu)  **studyabroad.tamu.edu** |