

**WTAMU STUDY ABROAD PROGRAM
FACULTY-LED COURSE PROPOSAL FORM**

INSTRUCTIONS: Please complete all fields, print *using a separate form for each course proposed*. Obtain the necessary signatures and then submit to the Office of Study Abroad. This information will be used to obtain approval from the Texas Higher Education Coordinating Board to teach the course abroad for resident credit. This information will also be used for promotion purposes. **PLEASE TYPE ALL RESPONSES** using additional sheets as necessary. Each form should be accompanied by a brief, day-by-day itinerary for the program demonstrating the academic content of the course and how the program location will be incorporated.

COURSE NUMBER & TITLE: _____ CREDITS: _____

PROGRAM DATES: _____ LOCATION: _____

PROPOSED BY: _____ DEPARTMENT: _____

AND: _____ DEPARTMENT: _____

COURSE PROPOSAL SUBMITTED FOR (circle one):

Winter Intersession, 2011-2012 Fall 2011 Intersession 2012 Summer I 2012

Summer II 2012 Spring 2012

Course Prerequisite/s: _____ G.P.A. requirement: _____

DESCRIPTION (Full course description per WTAMU catalog and components that justify offering the course abroad, please provide on a separate sheet)

COURSE OBJECTIVES: _____

RATIONALE FOR TRAVEL (Why this location & how this course pertains to the location, please expand on additional sheet):

ASSIGNED TEXTS, READINGS (Please expand on additional sheet, including a syllabus with objectives):

FACULTY LEADER: _____ **DATE:** _____

SIGNATURE

FACULTY LEADER: _____ **DATE:** _____

SIGNATURE

Additional information to include in the proposal:

1. Other organizations, schools, or government institutions involved in this travel program, if any.
2. If you have already initiated some arrangements with a travel agent, tour provider or on-site assistant, please provide their contact information.
3. Any risk factors associated with the locations you plan to go to, and how you will handle them.
4. List of places you plan to visit (universities, museums, historic sights, organizations).

CAMPUS APPROVALS (All signatures should be obtained before announcement and promotional activities; prior to approval, promotional material must indicate that program is pending approval. Department chair/dean signatures indicate approval of course offering and willingness to fund faculty salary for a full course at stated time.

Dept. Chair: _____ Date: _____

Dean/Designee: _____ Date: _____

Director of Study Abroad: _____ Date: _____

Academic VP & Provost: _____ Date: _____