

COURSE PROPOSAL



COLLEGE:		DEPARTMENT:	
COURSE TITLE: (Include location and refrain from "Special Topics")		COURSE NUMBER:	HOURS CREDITS:
MINIMUM ENROLLMENT NUMBERS: _____ MAXIMUM ENROLLMENT NUMBERS: _____ Note: minimum enrollment numbers must conform to the same standards applicable to on-campus courses.			
LEAD FACULTY MEMBER:			
SECOND FACULTY OR CHAPERONE: (PLEASE DISTINGUISH)			
COUNTRY/COUNTRIES OF DESTINATION			
FOREIGN UNIVERSITY/HOST DESTINATION/ HOTEL			
NAME:			
PHYSICAL ADDRESS:			
PHONE NUMBER:			
WEB PAGE:			
COURSE PREREQUISITES:		Dates of Travel: _____ TERM CORRELATING WITH CRN CODE <input type="checkbox"/> Full Term (Summer) <input type="checkbox"/> First Half Term (Summer) <input type="checkbox"/> Second Half Term (Summer) <input type="checkbox"/> May Mini <input type="checkbox"/> Winter Mini	
ESTIMATED PROGRAM COST PER STUDENT (based on minimum enrollment number) TOTAL AMOUNT \$ _____ USD Exchange rate of _____ USD per _____ (currency)		INCLUDES <input type="checkbox"/> Additional Host Institution Tuition <input type="checkbox"/> Airfare <input type="checkbox"/> Ground Transportation <input type="checkbox"/> Field Visits and Cultural Activities <input type="checkbox"/> Accommodations <input type="checkbox"/> Meals (List all) _____ <input type="checkbox"/> Other Fees (List) _____ International Health Insurance Included Tuition is always excluded	
APPROVAL OF DEPARTMENT CHAIR			
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Contingency Plan

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?
- Wait for the second person selected to arrive at the location to leave him/her in charge
- Leave the students in charge of the host university to complete the course of study
- Other Plans: Please provide additional comments about your contingency plan

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

Campus phone

Cell phone

Additional Faculty/Staff for program

Name

Affiliation: Department and College

Campus Address

Email

Campus phone

Cell phone

Other On-Site Program Staff (if applicable)

(List name, institutional affiliation, work address, email, and phone)

Program Academic Information

Number of credits for the program: min – max

Courses to be offered on program. Indicate primary sponsoring department/ college:

List each individual course code, course number, course title, and number of credits

Majors from which students are likely to be drawn: List all possible majors or interdisciplinary

Language(s) in which courses will be taught: List all languages other than English

Additional experiences included with proposed program

Ex) Service-Learning, Community Engagement, Internship, Undergraduate Research, etc.

Where do your program courses fit in the Degree Plan? (Check all that apply)

A. General Education Core Curriculum

- Communication
- Mathematics
- Life and Physical Sciences
- Language, Philosophy and Culture
- Creative Arts
- American History
- Government/Political Science
- Social/Behavioral Sciences
- Component Area Option

B. Requirement for Major

C. Elective

Program Requirements Information

Lamar Students Only: Yes No

Minimum GPA requirement:

Student Requirements for Program Participation: List all requirements

Ex) pre-requisite coursework, language pre-requisite, major(s), year, physical agility, etc.

Faculty-Directed Study Abroad Program Narrative

A. Overview of the Program

i. academic content

List course titles, codes, number of credits, and how credit earned on this program will fulfill requirements in the major (as well as university and college requirements).

ii. description of physical environments, including:

housing options and accommodations
meal arrangements
public transportation
available student services and facilities
accessibility and services for students with disabilities, etc.

iii. contact hours

In terms of how many contact hours will be met through classroom time and through field experiences.

B. Academic and Experiential Learning Outcome

Briefly discuss the program's expected academic and experiential learning outcomes; how these outcomes support Lamar/college/department learning goals; and how the department/college will evaluate the program and assess its intended student learning outcome.

C. Education Abroad Strategy, if applicable

What sets the program apart by teaching it abroad? Can it be taught at Lamar?

Explain how the proposed program supports the education abroad/ international education strategies, if any, of your college(s)/department(s).

Also, briefly address how the program will endeavor to create mutually beneficial relationships with/in host communities.

D. Recruitment and Enrollment Plans

Who will be responsible for recruitment, information meetings, orientation?

Who will review student applications and be responsible for student advising?

Does this program compete with other Lamar study abroad programs?

E. Prior Experiences

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. flyer) that best represent respective study abroad program.
- 3) Promote recruitment activities and materials including participation in the Study Abroad Fair and information meetings.
- 4) Schedule and conduct information session for prospect participants. Session should include: important dates (i.e. application and payment deadlines); general description of the program; academic requirements; program cost; immigration requirements; and (tentative) academic schedule. OSA will advertise information sessions on behalf of each program.
- 5) Conduct appropriate inquiry regarding the potential health and safety risks of the local environment of the program, including program-sponsored accommodations, events, excursions and other activities, on an ongoing basis and provide information and assistance to participants and their parents/guardians/families as needed. U.S. Department of State Travel Advisory is a great resource.
- 6) Develop guidelines and resources, and communication channel, for prospective participants.
- 7) Submit emergency contact information to be distributed to the students, parents, and any other necessary officials. Emergency contact info should include contact information for university officials (such as Study Abroad Director, Public Safety, Title IX Coordinator, etc), On Call International; local US Embassy/Consulate in local language, and local contacts, where applicable. Additionally, ensure that participants have provided sufficient emergency contact information that faculty members will maintain during the travel abroad. The use of a group texting system or similar mobile application is strongly encouraged.
- 8) Schedule and conduct pre-departure orientations for students. Orientations should provide information on safety, health, legal, environmental, political, cultural, and religious conditions/risks in the host country; student's code of conduct; contingency plans for missed flights and missed transportation; and appropriate emergency response measures.
- 9) Notify the Office of Study Abroad upon the arrival of the program country.
- 10) Coordinate and engage in all activities and events that are part of the program. Be accessible and provide leadership to students during the entire program
- 11) Schedule and conduct on-site orientation. Remind the students of codes of conduct and policies that apply to them both in the host country and the U.S. Take appropriate action when aware that participants are in violation according to the Texas State University System and Lamar University rules and policies in consultation with the Office of Study Abroad. All incidents should be reported to the OSA and recorded in the University's Maxient Incident Reporting System* (<https://cm.maxient.com/reportingform.php?LamarUniv>).
- 12) Ensure that participants have all contact information for faculty members and local representatives in local

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.

Program Director's Signature

Second Faculty's Signature

I hereby acknowledge that I have read the above text carefully before signing and I agree to all conditions specified above. No representation, statements, or inducements, oral or written, apart for the foregoing written statement, have been made. I also understand that the Office of Study Abroad has the right to remove me from my capacity as the program director if I do not abide by the terms of this agreement or if my conduct or leadership does not meet the expectations of the Board of Regents of the Texas State University System and Lamar University.

Emergency Contact

Name _____ Relationship _____
Phone (Home): _____ Phone (Work): _____ Phone (Cell): _____
Address: _____
Email: _____

Emergency is a situation that involves life-threatening and long-term care such as unconsciousness, hospitalization, and evacuation.

**Second Faculty's
Emergency Contact**

Name _____ Relationship _____
Phone (Home): _____ Phone (Work): _____ Phone (Cell): _____
Address: _____
Email: _____

Emergency is a situation that involves life-threatening and long-term care such as unconsciousness, hospitalization, and evacuation.

*Program faculty, in consultation with the OSA, may terminate a student's privilege to participate on a study abroad program under the following circumstances:

- a) Student fails to comply with the Texas State University System and/or Lamar University student conduct regulations.
- b) Student is found to be in violation of the Texas State University and/or Lamar University drug and alcohol abuse policy.
- c) Student is charged with any infraction of the laws of the host country.
- d) Student does not adhere to rules set for class attendance and participation by each professor, including completing all assigned work, taking all examinations, and participating on all mandatory program excursions, orientations, and class field trips.
- e) Student engages in any behavior that would be detrimental to the program.

- ❖ Please upload the proposal to <https://www.lamar.edu/international-education/study-abroad/faculty/index.html>
- ❖ If the proposal is incomplete or if we have revisions, we will request that you complete it and resubmit it through the link above
- ❖ The deadline is June 1