**Name of Program**

**Faculty Leader Name**

**Location**

**Term**

**Course # & Course Name**

1. **Abstract/Summary:**

In this section, please provide a brief summary of your course and program proposal.

1. **Purpose for this program and location:**

In this section, please describe what the purpose of this program will be and how this location is relevant to your course and/or academic content to be covered in your course.

1. **Program Preparation by faculty/leaders:**

In this section, please describe any significant information regarding things you and/or other faculty leaders have done to prepare for this particular program you are proposing. Include the following:

* 1. Previous travel experience to the site, city or country of destination.
  2. Language or cultural background of faculty member(s) leading the program that are relevant to the program or program destination
  3. Faculty leader(s) previous experience in leading faculty-led programs (Can international or domestic experience)
  4. Previous research or study in program destination
  5. Preparations made with local contacts or outreach to provider programs (if using a provider program). Include any upcoming or completed familiarization/site visits for this particular program location.

1. **Course syllabus & Program Itinerary**

In this section, you should provide the following information:

* 1. Course syllabus outlining objectives and goals, required books/materials, required assignments, grading, etc.
  2. Details about how course is being adapted for international aspects of the program
     + 1. (*What makes the program different from the way it is taught/offered on the TAMU-CC campus?)*
  3. List assessments that you will use for the course that will help measure if course objectives have been met.
  4. Tentative Itinerary for the course detailing scheduled contact hours and relevant excursions/activities for the duration of the program.
     + 1. Make note of any pre-departure orientation sessions, meetings, etc. that you plan to have with the students prior to their departure.

***Note****: All study abroad participants are required to attend a mandatory orientation session conducted by the Office of International Education; however, faculty are encouraged to schedule separate orientation sessions with the students as well to build better group report.*