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**Proposal Form: 2023-24 Faculty-Led Programs**

We are glad to know of your interest in serving as a leader for a Faculty-Led study abroad program. In order to have your proposal reviewed, please complete the form below, share the document with Chairs and Deans for review and e-signature, and then submit a fully signed form to [bendettj@montclair.edu](mailto:bendettj@montclair.edu) and [whitet@montclair.edu](mailto:whitet@montclair.edu) by **February 15th, 2023** at 5pm. Please note several key requirements for any faculty-led program run through our office:

* All programs must rest upon the academic foundation of at least one credit-bearing course. Students who apply to travel abroad with Montclair State faculty must enroll in at least one course taught by one of the traveling faculty members.
* The I.A.I. office must abide by NJ state procurement policies in regard to vendors and payments. We have excellent procurement-approved providers that we can hire and pay to provide logistics such as airfare, housing, and transport. Faculty proposers must agree to work with these vendors to keep our programs compliant with state procurement policy.
* The I.A.I. office has a goal to expand and diversify our faculty-led program offerings in regards to countries where programs are hosted as well as the academic disciplines that offer programs.

**Faculty Leader 1 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Leader 2 Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Information**

Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location/s (Country and City): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Dates (if different than travel dates): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Program Type (**Please **bold** the option for your program**)**

Summer/J-Term Immersion (stand alone summer/January course abroad, with a travel program of 1 to 3 weeks matching the course dates)

Integrated Immersion (embedded within a Fall or Spring semester course, or within a longer Summer course, with a travel program of only 8-14 days)

**Program Travel (**Please **bold** the option for your program travel**)**

August fieldwork for a Fall course Winter Session Spring Break

May fieldwork for a Spring course Summer travel

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**Academic Credit**

Course Title:   
Course Number (ex. INTL400): \_\_\_\_\_\_\_\_\_\_ Credits:\_\_\_\_\_\_\_\_\_\_

Prerequisite Requirements:   
Instructor/s:

***Second course (optional)***

Course Title:   
Course Number (ex. INTL400): \_\_\_\_\_\_\_\_\_\_ Credits:\_\_\_\_\_\_\_\_\_\_  
Prerequisite Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Instructor/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Program Information**

Provide a brief summary of the program. Include the academic topic and program highlights. This will be used for the online application and advertising materials.

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Please list any cooperating institutions or organizations (if known). E.g. a study abroad provider, language school, foreign university, or other on-site organization in the host country.

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Summarize the learning activities included in this program (cultural activities, classroom time, guest lectures, field trips/excursions, group learning activities, research, service learning, community projects, volunteer time, and other academic activities prior to, during, and after the program) and how they will enhance the academic and cultural content of the course(s). Please emphasize how the field work or experiential learning activities foster learning in ways not possible without international travel.

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**Target Enrollment**

How many students do you want to participate? The program budget will be developed based on this number. The bare minimum is 10 and with attrition it is advisable to recruit at least 12-15. Faculty-led programs with more than 20 students might be supported by a third traveling faculty member, budget allowing.

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**Approvals**

Academic departments and colleges are responsible for reviewing programs including course subject matter, instructional delivery methods, and faculty/staff eligibility and suitability to lead a program. Courses offered abroad must be of comparable academic rigor to those offered on campus and offer significant enhancement to the department’s on-campus academic program. Please review the [Department Chair/College Dean Review Guidelines](Guidelines-for-Deans-and-Chairs.pdf) document.

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| **Approval for Leader 1**  I have reviewed and support the applicant’s program proposal.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Department Chair Name Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Dean Name Signature Date |

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| --- |
| **Approval for Leader 2**  I have reviewed and support the applicant’s program proposal.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Department Chair Name Signature Date   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Dean Name Signature Date |