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**Proposal Form: 2024-25 Faculty-Led Programs**

We are glad to know of your interest in leading a Faculty-Led study abroad program. In order to have your proposal reviewed, please complete the form below, share the document with your Chair for e-signature, and then once signed by your Chair submit it to **whitet@montclair.edu** and **goldfarbk@montclair.edu****.** Please note some of the details below, related to faculty-led programs run through the IAI office:

**Credit-bearing programs only:**

* All programs must rest on the academic foundation of at least one credit-bearing course. Students who travel abroad with Montclair faculty must enroll in at least one course in the spring semester or in the summer, taught by one of the traveling faculty members.

**Compliant with NJ Procurement:**

* The IAI office must abide by NJ state procurement policies for 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.

**Recruitment expectations:**

* Faculty proposers must agree to contribute to the student recruitment efforts in partnership with IAI staff. We have found that faculty-led recruitment is most successful when the faculty leaders actively recruit students from within their department, their college and beyond.

**Call for Diverse Destinations and Disciplines:**

* IAI seeks to diversify programs when it comes to countries visited and academic disciplines. Proposals for all destinations will be reviewed fairly, but proposers should note that proposals for programs outside of Europe, especially to Central and South America, will be reviewed with extra attention, since they will align with our Hispanic-Serving Institution status.

**Faculty Leader Information**

**Proposed Leader & Course Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

(secondary program leaders will be added later in the process)

 **Program Information**

Proposed Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location/s (Country and City): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Program Type**

\_\_\_\_ J-Term or Summer Faculty-Led Program (a stand-alone January 2025 or Summer 2025 course abroad, with a travel program of 1 to 3 weeks matching course dates entirely)

\_\_\_\_ Embedded Faculty-Led Program (embedded within a Spring 2025 semester course, or within a longer Summer course, with travel for roughly 8-14 days in January 2025, March 2025, May/June 2025, or July 2025)

**Timing of Proposed Travel**

\_\_\_ January \_\_\_\_ Spring Break \_\_\_\_ May/June \_\_\_\_ Summer

**Academic Credit**

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

Number of Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prerequisite Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicable to General Education? Yes \_\_\_\_ No \_\_\_\_

***Second course option (if needed)***

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

Number of Credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Prerequisite Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicable to General Education? Yes \_\_\_\_ No \_\_\_\_

**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.

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

Please list any cooperating institutions or organizations (if known), such as a study abroad provider, language school, foreign university, or other on-site organization in 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. **Please specify how you will assess this experience.**

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

**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 22 students or more might be supported by a third traveling faculty member, budget allowing.

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

**Approvals**

At this stage in the process, Chairs 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 document:

<https://www.montclair.edu/study-abroad/wp-content/uploads/sites/114/2023/01/Guidelines-for-Deans-and-Chairs-1.pdf>

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