

OFFICE OF INTERNATIONAL ENGAGEMENT

Montclair State University  
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Study Abroad  
Earn Credit &  
Explore the World

## FACULTY-LED STUDY ABROAD 2020/21 FULL PROGRAM PROPOSAL

### PROGRAM LEADERSHIP

Leader One

Name \_\_\_\_\_

Email \_\_\_\_\_

Department \_\_\_\_\_

Title \_\_\_\_\_

Leader Two

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)

Start Date

End Date

### PROGRAM TYPE

Summer School Abroad (standalone summer course taught abroad, approx. 3+ weeks)

Exploration Seminar (standalone course taught abroad, approx. 8-14 days)

Global+ (embedded program within a semester, summer or winter session course)

### PROGRAM TERM

Winter Session

Summer Session

Spring Break

**ACADEMIC CREDIT**

Course Title \_\_\_\_\_

Course Number \_\_\_\_\_ Credits \_\_\_\_\_

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

\_\_\_\_\_

Instructor/s \_\_\_\_\_

*Second course (optional)*

Course Title \_\_\_\_\_

Course Number \_\_\_\_\_ 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.

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.

Requested Housing Style (choose any that apply)

- Hotels
- Apartments
- University housing
- Hostels
- Other

If you have identified preferred accommodation please provide the name, location, and website address (if available). IE will need to approve accommodation.

Preferred Method for Flight Arrangements

Group Booking made by IE

Students Book their own flight (option available for Summer School Abroad Only)

### TARGET ENROLLMENT

How many students do you anticipate will travel on this program? The program budget will be developed based on this number.

### ACADEMIC

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).

## STUDENT ELIGIBILITY AND REQUIREMENTS

Student eligibility requirements (if any) for the program besides course specific prerequisites indicated above e.g. class standing, major/minor, minimum GPA (if higher than standard 2.5 cumulative), etc.

Faculty-led programs should be designed to facilitate access and participation by any student. Please explain the physical requirements of the program. Does this program have any potential disability-related barriers? What reasonable accommodations be made to accommodate students with disabilities?

## PROGRAM MARKETING AND RECRUITMENT

It is the responsibility of the program leader(s) and their department to promote the program with guidance and support from the Office of International Engagement.

How do you plan to recruit participants for the program? What types of students are your target audience ie. major, minor, specific classes, undergraduate, graduate? Do you anticipate challenges recruiting for this program?

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### Program Leader/s

I acknowledge that I have reviewed the Montclair State Faculty-led Programs Policy

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**Leader 1**

***Signature***

***Date***

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**Leader 2**

***Signature***

***Date***

Please attached the following to your proposal and submit to your Department Chair

1. Approved Abstract Proposal
2. [Student Contact Hours for Study Abroad](#)
3. Syllabi
4. [Faculty Agreement signed by each leader](#)

Feel free to attach any additional supporting materials.

## 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](#).

### Approval for Leader 1

I have reviewed and support the applicant's faculty-led program proposal.

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**Department Chair Name**

**Signature**

**Date**

I have reviewed and support the applicant's faculty-led program proposal.

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**Dean Name**

**Signature**

**Date**

### Approval for Leader 2

I have reviewed and support the applicant's faculty-led program proposal.

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**Department Chair Name**

**Signature**

**Date**

I have reviewed and support the applicant's faculty-led program proposal.

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**Dean Name**

**Signature**

**Date**



**Associate Provost, International Engagement**

Approved \_\_\_\_\_

Denied

*Associate Provost Signature*

*Date*

Comments: