**Creighton University**  
Global Engagement Office  
 **Faculty Led Program Abroad  
Program Proposal Template**Draft 9/13/16

Educational travel offers the opportunity to experience familiar things within an unfamiliar context. The very act of moving from one place to another helps create a space where we can bump up against strangeness and reexamine some of the settled assumptions we hold regarding the world – and ourselves. The world becomes the living classroom – a place to watch and wonder, to enter into experiences and perspectives of others, to communicate across differences, and to use knowledge on behalf of the common good.

Creighton University faculty are invited to plan and propose credit-bearing international academic courses. This template is required for review and approval. The application must be endorsed by the sponsoring department’s chairperson. If the course is to be cross-listed in two or more departments, their department chairs must also sign off on the proposal. Proposed courses must carry a minimum of three (3) semester credit hours with each credit requiring a minimum of 15 contact hours of instruction (i.e., for a 3 hour credit course there must be a minimum of 45 contact hours of instruction).

Applications will be reviewed twice per year an evaluated for risk and legal implications (conducted by the Global Engagement Office and, when necessary, the Office of the General Counsel) and for financial and academic implications with the college/school’s dean (or delegated representative).

|  |  |
| --- | --- |
| Application deadline for summer stand-alone programs | **August 1** *(permits inclusion in the FLPA Showcase and Study Abroad Fair that take place in September each year)* |
| Application deadline for fall or spring break programs | **March 1** |

**Compensation** for faculty directors is based on salary policies and guidelines in the respective college/school.

**Organization** of the course must follow the guidelines published in Creighton University’s Domestic and International Travel Policy and associated Instruction Packer (available on the Global Engagement Office website at [www.creighton.edu/geo](http://www.creighton.edu/geo)).

Contact René Padilla, PhD, executive director of GEO at (402) 280-4745 or [rpadilla@creighton.edu](mailto:rpadilla@creighton.edu) with any questions related to your proposal.

**Creighton University**  
Global Engagement Office  
**Faculty Led Program Abroad Program Proposal Form**

|  |  |
| --- | --- |
| Applicant Information |  |
| **Sponsoring Unit(s) / Department(s):** |  |
| **Faculty Director Name:** |  |
| **Faculty Director Campus Address:** |  |
| **Faculty Directors Campus Telephone:** |  |
| **Faculty Director E-mail Address:** |  |
| **Co-Leader Name:** |  |
| **Co-leader Campus Address:** |  |
| **Co-Leader Campus Telephone:** |  |
| **Co-Leader E-mail Address:** |  |

|  |  |
| --- | --- |
| Program Description |  |
| **Proposed Course Number/Title:** |  |
| **Proposed Program Site(s):** |  |
| **Please Check One:** | New Course  Existing Course (new international travel portion) |
| **Timeframe (check one):** | Summer  Fall Break  Spring Break |
| **Total possible credits:** |  |
| **Course will admit (check one):** | Undergraduate Students Only  Graduate Student Only  Undergraduate OR Graduate Students |
| **Will the program be open to students from other universities?** | YES  NO |
| **Will participation require completion of prerequisite courses?** | YES  NO |
| **If “YES”, please identify prerequisites:** |  |
| **Minimum and maximum number of participants (i.e. 10/20):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signatures\* |  |  |  |
| **Department Chair:** |  | Date: |  |
| **Department Chair # 2:**  (if course cross-listing is desired): |  | Date: |  |
| \* The faculty member is responsible for obtaining the appropriate department chair signatures prior to submitting the proposal the GEO. Decanal signatures will be obtained at final review. | | | |
| ***Office Use Only*** | APPROVED  NOT APPROVED |  |  |
| **Dean:** |  | Date: |  |
| **Executive Director GEO:** |  | Date: |  |

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**Required Application Attachments:**

1. A detailed SYLLABUS describing the academic focus, assignments, prerequisites, etc. must accompany the application. Each proposal should contain specific course content and learning outcomes, including readings relevant to site visits. (Faculty should design the course to meet core curriculum standards)

[Learning objectives]

[Pre-departure assignments – including orientation]

[Post-return assignments that students will have to complete]

[Assessment of learning (academic portion)]

[Assessment of travel portion (i.e. accommodations, schedule, activities, etc.)]

[Procedures for student application and requirements for acceptance]  
[On-site resources that will be needed / used during the FLPA]

1. A completed FLPA ITINERARY & EMERGENCY CONTACT INFORMATION form describing class location and activities for each day, including where group will be housed, emergency contact information (in case GEO needs to contact a FLPA participant), and where emergency health care will be obtained if necessary.
2. A detailed BUDGET.

[Cost effectiveness analysis: What efforts will be made to defray program costs and make it the most efficient and consistent with CU’s mission?]  
[Use the FLPA Budget/Expense Spreadsheet to estimate costs]