

Proposing a New International Education Program

Developing and proposing a new international education program is a complex and long process and the International Education Committee can help you. The procedure for submitting a proposal includes:

1. In your proposal please follow the categories and suggestions in the proposal outline below to create a prose document covering all aspects of the new international education program. The complete proposal will consist of the prose document; course syllabus; and the Signature Cover Page. Completed proposals are due to the International Education Office by February 7 of the year prior to the course of study.
2. Proposers must be prepared to present their proposal to the International Education Committee in March of the same year.
3. Based on a positive recommendation from the International Education Committee, the new program will have a potential start date in summer of the following year. All approved new programs will be announced no later than June 1.

Proposal Outline

The proposal will be submitted following the outline below.

General Description

This should be a general statement intended to give an overview of the proposed program. Please include location, academic focus and why it is desirable to study in this location. This description should be brief since these same areas are addressed in detail in the sections below. This statement might later serve as the introduction to the program in publicity materials.

Need

This section should address the need for this program at our institution. In general, a program and its curriculum should be related to and enrich the academic programs at TBR institutions. If the proposed program has a specific academic focus, does it fill a void in that academic area? Does the proposed program provide opportunities in a geographic area not currently provided by our offerings?

Academic Program

Syllabus: Please provide a standard syllabus for your course. Please remember that all courses must comply with SACS standards and reflect the same rigor as expected by any course on campus. Each course must meet for approximately 750 minutes for each semester credit hour awarded.

Course Description: Communicate how you intend to incorporate the program site into your course content. If you intend to incorporate excursions into your course, please include tentative plans for these excursions.

Use of Program Setting in the Academic Courses: What resources can be drawn upon by faculty in and around the program site? What academic excursions are possible?

Prerequisites: Any prerequisites must be stated on the syllabus.

Classrooms: Describe classroom facilities at the program site.

Program Structure

Address the location proposed for the program, and elaborate on the rationale behind the choice. If multiple locations are being proposed, an itinerary will be necessary and such issues as ground transportation need to be addressed. Please be specific about how any health and safety issues unique to the location will be managed.

Housing: Where will students be housed, who will make the arrangements, and who will monitor the housing for appropriateness and safety?

Food: Will students be provided food in this program? If so, describe. If not, how will meals be provided? What approximate expense will there be to the student?

Transportation: What means of ground transportation (buses, trains, etc.) will be used for the program?

Local Contacts Abroad: Do you have in-country resources that can assist with the logistics both before and during the program? Has the proposer had previous dealings with these contacts?

Excursions: Describe program excursions suggested for the group.

Physical Demands: Please describe any possible physical demands which might influence a student's decision to participate, such as: long hikes, lack of air conditioning, climbing excessive stairs, climatic conditions, etc.

Budget

Develop an estimated budget for the proposed program.

Recruiting Strategies

Outline how to interest students in this program. What will be the targeted audience and what strategies can be used to recruit students?

The Proposer

Describe special qualifications of the proposer to lead this program. Include such topics as knowledge of the country, experience in the country, ability in the language to handle emergencies, etc.



New International Education Program Proposal

Applicant Name: _____

Application Signature Cover Page

Your application will need to be approved by your Dean, Director of International Education, Associate Vice President for Business Services, Executive Vice President - Provost, and the President. Please attach the following to this cover page:

1. Hard copy of the completed application
2. Your Curriculum Vitae
3. The course syllabus

Approved: ___ Yes ___ No _____
Dean Date

Approved: ___ Yes ___ No _____
Director of International Education Date

Approved: ___ Yes ___ No _____
Associate Vice President for Business Services Date

Approved: ___ Yes ___ No _____
Associate Vice President - Provost Date

Approved: ___ Yes ___ No _____
President Date