



## Faculty-Led Overseas Course Program (FLP) Proposal and Renewal Application Form

Please return this form to the FLP Coordinator at Clark Hall Room 543

### PROGRAM INFORMATION

Faculty Program Facilitator: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

### PROGRAM DESCRIPTION

Program Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

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

Program Location: Country \_\_\_\_\_ City(ies): \_\_\_\_\_

Academic Session: (check one)  Summer  Winter Intersession

Arrival Date in Host Country: \_\_\_\_\_

1<sup>st</sup> Day of Instruction:  June 6<sup>th</sup> or  July 11<sup>th</sup> or  Other: \_\_\_\_\_

Program Departure Date: \_\_\_\_\_ Total number of days abroad: \_\_\_\_\_

Program Enrollment:  Undergrad only  Undergrad and/or Graduate Students

Number of units for program:  3 units or  6 units

Does the program include coursework before or after going overseas?  Yes  No

Approximate # of Hours: \_\_\_\_\_

Will the program be open to students from other universities?  Yes  No

Minimum number of participants: 16 Maximum number of participants: \_\_\_\_\_

Estimated cost per student: (this should match the program budget sheet) \$ \_\_\_\_\_

### My signature indicates:

- I have calculated a fair and honest budget, to the best of my ability and will adjust it as dictated by changes in the program and upon consultation with the IES Director of Finance
- I will attend the three FPL mandatory training workshops in fall semester (recruitment, budget, and health, safety & risk management)
- I will abide by the policies and procedures as outlined in the FLP Handbook

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Faculty-Led Overseas Course Programs (FLP) Approval of FLP Signature Page

*The Faculty Leader is responsible for obtaining all of the appropriate signatures. Proposals require all signatures prior to review and approval by the FLP Advisory Council. **Please return this form to the FLP Coordinator at Clark Hall Room 543***

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### Department Chair Approval

I have read the faculty application and discussed the course offering with the faculty member.

I certify that the course of study is within the faculty's field of competence.

I agree that the student learning objectives for the course can be met within the travel-study format, including appropriate pre- and post-trip meetings.

I approve the offering of this course abroad.

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
Department Chair's Name

\_\_\_\_\_  
Date

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### College Dean Approval

- I approve the Department Chair's recommendation.

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Dean's Name

\_\_\_\_\_  
Date

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### Faculty-Led Program (FLP) Coordinator Approval

- I have reviewed the travel arrangements proposed for this study abroad course and find the arrangements to be appropriate. I have also discussed the requirements with the faculty member and have advised him/her of what must be followed when offering this course in another country.

\_\_\_\_\_  
FLP Coordinator's Signature

Kati Bell  
\_\_\_\_\_  
FLP Coordinator's Name

\_\_\_\_\_  
Date

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### Associate Vice President of International and Extended Studies (IES) Approval

IES acknowledges that the above program has been reviewed by the sponsoring College and International Programs and Services (IPS) staff and that the faculty member has been given FLP policies and procedures related to short-term study abroad courses. IES will support this program as long as enrollments, other financial conditions, and related course costs are deemed appropriate. IES reserves the right to modify arrangements, in consultation with IPS and the sponsoring College.

\_\_\_\_\_  
Associate VP or Designee's Signature

\_\_\_\_\_  
Associate VP or Designee's Name

\_\_\_\_\_  
Date