International Course Proposals

These guidelines will assist faculty members preparing proposals for an international course. This form must be completed and attached to all international travel courses proposed to the Curriculum Committee.

1. <u>Intent to Travel</u>. Faculty and staff leaders are required to notify and work with the Office of International Education (OIE) for new international course proposals. Faculty members are advised to declare their intent to offer an international course to the OIE early in the process of planning and designing a course. The OIE can provide advice, feedback and assistance with the planning especially with regard to integrating the academic and experiential components of the course.
2. <u>OIE Review</u>. Faculty must submit new course proposals (including UMAIE courses) to the OIE prior to submitting them to the Curriculum Committee for review and approval a minimum of two weeks prior to the Curriculum Committee proposal deadline.   The director of the OIE will review courses with emphasis on providing advice regarding the integration of academic and experiential education. Faculty should attach their proposals to this form and submit them to the OIE. This form will be returned to you and a copy will be forwarded to the Curriculum Committee following review by the OIE. (It is the responsibility of the faculty member to submit the final course proposal [original or revised] to the Curriculum Committee.)
3. <u>Curriculum Committee Review</u>. Review and approval of courses by the Curriculum Committee will proceed following review by the OIE. The Curriculum Committee may heed or supercede feedback provided by the OIE.

Faculty Name _____ Dept_____

Course Title _____ Proposed term of offering _____

OIE Comments (concerns and suggestions):

Reviewed by _____ Date _____