

 **Intent to Lead a Study Abroad Program**

**GLOBAL LEARNING COMMITTEE**

If you are planning to submit a proposal to lead a short-term study abroad program, please complete the information below and submit this form to your Department chair/ Dean/VP of Instruction & Student Services for approval. Send the completed form to the Global Learning Committee. Please note that this form does not mean that your request to lead study abroad is approved. You are still required to submit a proposal packet. (Needs some work)

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| Requestor name: |  | Deans name: |  |
| Preferred Destination: |  | Alternate Destination: |  |
| Preferred Term/Date of Travel: |  | Preferred Program Provider: (if known)GLC can provide a list |  |
| Please explain why this specific destination is being requested |  |
| Course Name & Prefix: |  | Number of Credits: |  |

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| Why are you interested in leading a study abroad program? How will this experience aid in the development of your personal and professional goals?  |
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| What learning experiences are you seeking? |
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| Describe your experience with traveling/living/participating in any type of abroad program.  |
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| Describe you experience in terms of traveling with students. |
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| Has your preferred destination been under a State Department Travel Advisory in the past year? If yes, please justify your request. |
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| Leading a study abroad program requires a significant investment of time. For example, program leaders are expected to design a program, communicate effectively with multiple parties, attend multiple meetings, recruit students, etc. Reflect on your current roles and responsibilities. How will you meet these expectation in addition to your current workload? |
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| What classes have you taught that have prepared you for this program? |  |
| Have you taught this particular class at CCC before?  |  |
| Will this program include on-campus course work? Please indicate the hours of instruction and a brief example of work. |  |
| How many hours of instruction at study abroad location?  |  |
| Will this travel require you to miss any classes? |  |
| Will this travel conflict with when grades are due? |  |
| How will this course factor into the term workload? |  |
| Will this travel require a substitute for your classes? \*If a substitute is needed, please inform your dean so accommodations can be made in advanced |  |

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| **Authorizing Signatures**  |
| Requestor | Signature  | Date |
| Department Chair | Signature  | Date |
| Dean | Signature | Date |
| VP of Instruction & Student Services | Signature  | Date |
| Global Learning Committee | Approved Not Recommended | Date |