

**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 following steps:

1. Discuss Study Abroad plans with your Department Chair.
2. Notify your Dean of plan to submit Intent to Lead a Study Abroad Program form to the Global Learning Committee.
3. Fill out this form.
4. Return this completed form, with Department Chair signature to the Global Learning Committee.

\*The Global Learning Committee will send recommendation results to requestor, Dean and the VP of Instruction & Student Services

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| Requestor(s) name: | |  | Dean(s) name: |  |
| Preferred Destination: | |  | Has your destination been under a State Department Travel Advisory in the past year?  Yes No | |
| 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 and Number: |  | | 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 Student Learning Outcomes will this experience meet?** |
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| **Describe your experience with traveling/living/participating in any type of international program.** |
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| **Describe your prior experience traveling with students.** |
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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 expectations in addition to your current workload?** |
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| **What classes or experiences have you had that will prepare you for leading this program?** |  |
| **Have you taught this class at CCC before? YES NO** | |
| **Will this program include on-campus course work? Please indicate the number of hours of instruction.** |  |
| **How many hours of instruction will occur during the travel portion of the study abroad program?** |  |
| **Will this travel impact your total course load?** |  |
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| **Authorizing Signatures** | | |
| **Requestor signatures below indicate that they have read and agree to abide by the Faculty Study Abroad Handbook.** | | |
| Requestor Name(s) | Signature(s) | Date |
| Director/Chair(s) | Signature | Date |
| Global Learning Committee | Recommended Not Recommended | Date |
| Notes from Global Learning Committee: | | |
| Dean | Signature | Date |
| Notes from Dean(s): | | |
| VP of Instruction & Student Services | Signature | Date |
| Notes from VP: | | |

**Please note:**

**\* *You may be asked to submit additional information before approval.***

**\* If approval is granted you will be required to submit a proposal packet, which will detail your Study Abroad Program.**

All documents should be return to Global Learning Committee through [studyabroad@clackamas.edu](mailto:studyabroad@clackamas.edu)