



THE UNIVERSITY OF TULSA

Center for Global Engagement

2025 Faculty Led Program Proposal

The FLP proposal and all supplemental materials must be submitted to the CGE via email at laura-semenow@utulsa.edu by **March 25, 2024**. All proposals must be submitted via email. No course will be formally approved until it receives formal approval from the Curriculum Committee.

Proposal Checklist:

- ☐ Proposal Form
- ☐ Course syllabus
- ☐ Detailed Proposed Itinerary if not included in the form.
- ☐ Policy and Procedure Acknowledgment form.

Proposal won't be considered unless we receive the 4 items above.

Faculty Leader	*The faculty member(s) teaching the course must be teaching at TU the semester preceding the proposed travel course.
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Faculty Leader Name:	
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Title:	
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Telephone:	
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E-mail:	
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Sponsoring department:	
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Department Chair:	
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College Dean:	
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Is there a co-instructor? If so, name, title and e-mail address:	
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Brief Program Description	
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Program Learning Objectives	
Proposed Course	
Title:	
Course number:	
Department:	
Language of instruction:	
Credit hours:	
Contact hours:	
Level:	<input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Course cross listed?	
What requirements does the course fulfill?	<input type="checkbox"/> Major/minor <input type="checkbox"/> Core Requirement <input type="checkbox"/> Block I/ II/ III <input type="checkbox"/> Other _____
Term:	<input type="checkbox"/> Fall Break <input type="checkbox"/> Fall extension (December) <input type="checkbox"/> Spring Break <input type="checkbox"/> Spring Extension (May) <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2 <input type="checkbox"/> January term stand alone <input type="checkbox"/> January term preceding a Spring semester class <input type="checkbox"/> January term after a Fall semester class <input type="checkbox"/> Don't know yet
Course has approval of Curriculum Committee?	___ Yes ___ No Comments:
Course has approval to count as Block?	___ Yes ___ No Comments:
Course has approval to count as HCGD requirement?	___ Yes ___ No Comments:
Program Logistics	Please note that all travel to locations currently under a U.S. Department of State levels 3-4 must be approved by the Risk Committee.
Program sites: (cities and countries):	
Course start date:	

[illegible]

Student Enrollment	All students enrolled in the course section must complete the travel component of the course.
Minimum and maximum number or students	
From which departments do you expect there to be student interest?	
From which departments will students be recruited?	
Participant eligibility requirements in excess of CGE SA requirements (i.e. major, academic standing, minimum GPA, prerequisites, faculty permission, statement of interest etc.)	
Program Staffing	List Leader Qualifications (international travel, experience traveling with students, making group travel arrangements, working closely with students requiring constant oversight, administrative experience, course content, etc.)
Leader qualifications:	
Leader experience in host country:	
Additional information:	
Preferred Program or Travel Provider Information	(Third Party Vendor/Agency/Host Institution) If planning to use more than one third party vendor, provide the following information for each one. If you do not have a preferred provider, please indicate "No Preference" in the provider name below.
Provider name:	
Contact person name:	
Address	
Telephone/ email:	
Website:	
Description of the organization:	
What services will the organization provide prior to departure?	

What services will the organization provide on-site?	
Budget Worksheet	The budgeting process will be ongoing and the CGE does not expect a budget to be finalized at this time. A budget template will be created upon the creation of your course, and you can have access to it at any time.
Student costs:	
Flights	
Tours:	
Hotel/Hostels:	
Local transportation:	
Meals:	
Other:	
Faculty costs:	
Flights:	
Tours:	
Hotel/Hostels:	
Local Transportation:	
Meals:	
Other:	
Contingency expenses:	
Are there department/College subsidies for this course? How much?	
Is there another source of funds for this course? (Grant, gift, etc.) How much?	
Syllabus guidelines	A syllabus for the course listed above must be attached to this proposal and should include learning outcomes/goals for the program.
Signatures	<i>I have reviewed the Faculty-Led Program Guidelines Document. To the best of my knowledge, research, and ability, the information provided on the proposal is true and accurate.</i>
Primary Faculty leader name, signature, and date:	
College Associate Dean signature and date:	
College Dean signature and date:	