

**REQUEST TO SCHEDULE SHORT-TERM FACULTY-LED STUDY ABROAD PROGRAM**

**APPLICATION DEADLINE FOR WINTER SESSION OR SPRING BREAK 2020: FEBRUARY 1, 2019**

**APPLICATION DEADLINE FOR SUMMER SESSIONS I, II, III, FALL BREAK, OR**

**THANKSGIVING 2020: MARCH 15, 2019**

Please return 1) this completed application and 2) a syllabus from the last time the course was taught to the Center for Global Engagement at cge@tcnj.edu by the appropriate deadline. The schedule for Winter Session and Spring Break programs for 2020 will be announced by **March 18, 2019** and the schedule for Summer Session, Fall Break, and Thanksgiving Break programs for 2020 will be announced by **May 2, 2019.**

**Program Information**

Program Title:

 Program location(s):

 Course Prefix(es) and Number(s) Note: if the course previously ran with a Topics number, it must

be approved by the relevant school curriculum committee before it can run again):

Requested program term:

 Program Length (number of days):

 Preferred Dates:

Cooperating institutions or organizations such as a Program Provider or foreign university or other on-site organization in the host country/countries:

When was program originally approved?

When did the program run previously and what were the enrollments?

Will there be changes in the locations where the program will run (i.e., changes in countries, regions, or cities)? **Note**: New locations may need to be approved by the Risk Mitigation & Crisis Management Working Group.

Will there be changes in the learning goals or learning activities (ex. Including community-engaged learning or other activities designed to engage the local population)? **Note**: New activities may need to be approved by the Risk Mitigation & Crisis Management Working Group.

In our effort to understand the various ways faculty are integrating intercultural learning into their programs, please share some strategies you use to promote intercultural understanding and student reflection on their experiences.

**Faculty Leader(s) Information**

Faculty Leader 1 Name:

Telephone: Email:

 Academic Department:

Faculty Leader 2 Name:

Telephone: Email:

 Academic Department:

Chaperone Name:

Telephone: Email:

 TCNJ Unit (if TCNJ employee):

Have the faculty leader(s) or chaperone led this program when it ran previously? **Note**: New faculty leaders and chaperones need to be approved by the Global Education Council.

**Program Marketing and Recruitment**

Note: It is the responsibility of the program leader(s) to promote the program with guidance and support from the Center for Global Engagement.

Which majors, minors, and other student groups do you intend to target while marketing your program?

What challenges do you expect in recruiting for this program?

Provide a brief summary of the program that can be used for the web site and other marketing materials. Include the academic topic, the location(s), excursions, cultural activities, and other highlights of the program (Summaries used in previous years can be modified and re-used).

**SIGNATURES**

Faculty Leader 1 Date

Department Chair 1 (required for Fall and Spring Break trips, optional for Winter and Date

Summer programs)

Dean 1 (required for Fall and Spring Break trips, optional for Winter and Summer programs) Date

Faculty Leader 2 Date

Department Chair 2 (required for Fall and Spring Break trips, optional for Winter and Date

Summer programs)

Dean 2 (required for Fall and Spring Break trips, optional for Winter and Summer programs) Date

*To be completed by the Global Engagement Council:*

Approved to schedule \_\_\_\_\_ Not Approved to schedule \_\_\_\_\_\_

Chair, Global Engagement Council Date