



LONG BEACH CITY COLLEGE
STUDY ABROAD PROGRAM
1305 E. Pacific Coast Highway, Long Beach, CA 90806
Phone: (562) 938-3165 . Fax: (562) 938-3232

Faculty Application/New Program Proposal Template

Name: _____

Department: _____

Location of Program: _____

Date/Term of Proposed Program: _____

List below the courses you propose to teach. Courses should be UC/CSU transferable.

Course #1: _____

Course#2 (if applicable): _____

Other Courses: (if applicable): _____

Please attach a written narrative describing the proposed program, including:

1. Your experience in the proposed location.
2. How the courses will be enhanced by being taught in the proposed location.
3. Excursions and how they relate to the courses.
4. Potential universities/institutes where classroom facilities may be available.
5. Approximate price (an online search of similar programs can give you a ballpark figure).
6. Lodging and meals (homestays, apartments, dormitories, etc.)
7. Other pertinent information.

Applicant's Signature: _____

Department Chairperson's Signature: _____

(By signing above, I am acknowledging that I approve of this program and that department funds will be available to offer the proposed courses)

Note:

Faculty must be aware that leading a study abroad program is very consuming of both time and energy. Prior to the study abroad program, faculty members will recruit students, organize orientation meetings, and work with the study abroad coordinator and private travel vendors on program content. *Faculty are primarily responsible for program recruiting.* During the program, faculty will teach and supervise students (extra TU's are typically provided for supervision time). Supervision includes enforcing a code of student conduct and helping to resolve myriad student issues. Upon return, faculty will provide a written summary of the program.

I have read, understood, and agree to the above-mentioned conditions.

Applicant's Signature: _____