Following your meeting with the Associate Academic Dean for Global Affairs, the proposal is your next step in developing a Global Seminar. Please ensure that the information that you provide is accurate and that your responses are thoughtful. The details that you provide in your proposal will be used to promote your Global Seminar.

As you develop your proposal, you are encouraged to consult the Faculty Handbook and supplemental resources for faculty members at <http://www.snc.edu/cge/studyabroad/faculty.html>.

**Instructions**

1. Complete the proposal
2. Complete a proposed itinerary (see item #25)
3. Complete the budget with *estimated* costs (see item #33)
4. Share the proposal, proposed itinerary, and budget (as Word/Excel documents or Google Docs/Sheets) with:
	1. Gratzia Villarroel (gratzia.villarroel@snc.edu), Associate Academic Dean for Global Affairs
	2. Jeremy Doughty (jeremy.doughty@snc.edu), Director of Study Abroad & Off-Campus Programs
	3. Alaina Morales (alaina.morales@snc.edu), Study Abroad & Off-Campus Programs Advisor

**Important Notes**

By submitting the proposal, you are making a commitment to the Global Seminar and will not terminate the course except in an emergency. Please note that late and/or incomplete proposals (e.g., a proposal without an itinerary and/or budget) will be given lower priority than complete proposals.

**Next Steps**

Jeremy Doughty or Alaina Morales will review your materials. You will meet with Jeremy or Alaina to discuss your path forward. Consult the Faculty Handbook to learn more about your next steps.

**SECTION I: FACULTY DIRECTOR INFORMATION**

1. Name:

2: Title:

3. Email Address:

4. Office and/or Mobile Phone Number:

**SECTION II: PROGRAM ASSISTANT INFORMATION**

A Program Assistant is required for all Global Seminars. A Program Assistant must be identified before the submission of the proposal. Please consult the Faculty Handbook for additional policies.

5. Name:

6: Title:

7. Email Address:

8. Office and/or Mobile Phone Number:

**SECTION III: COURSE INFORMATION**

9. Term for Global Seminar (e.g., Summer 2018):

10. Will this be a 4-credit course or a 2+2 course?

11. Will this be an existing course or a new course?

12. Course number:

13. Course name:

14. Proposed core curriculum area:

15. Review the support models (low, medium, high) online or in the Faculty Handbook. What support model aligns with your needs and interests?

16. Review the financial models (model 1, model 2, model 3, model 4) online or in the Faculty Handbook. What financial model aligns with your needs and interests?

**SECTION IV. MARKETING YOUR COURSE**

The following details will be published on the Center for Global Engagement website for students to learn more about and apply to your Global Seminar.

17. Please provide a one- or two-paragraph program description that will excite students about your course.

18. What are the student learning outcomes for your course?

**SECTION V: LOGISTICAL INFORMATION**

19. Program dates:

20. Location(s):

21. Instructional space needs:

22. Plan for housing:

23. Transportation needs:

24. Plan for meals/dining:

25. Draft a proposed itinerary that includes key program dates (e.g., arrival date, departure date) and captures curricular and co-curricular activities that you plan to facilitate abroad. Share your proposed itinerary with your proposal and budget.

**SECTION VI: STUDENTS**

26. Who will you recruit to participate in your Global Seminar?

27. Maximum number of participants (the minimum is 6):

28. Course prerequisites (if any):

29. Language of instruction:

30. Special admission requirements (if any):

31. Would you like to interview students?

32. How many recommendation forms would you like students to submit as part of their application (0, 1, or 2)?

**SECTION VII. BUDGET**

33. A budget template is available online ([http://www.snc.edu/cge/studyabroad/faculty.html)](http://www.snc.edu/cge/studyabroad/faculty.html%29). Please complete the budget with *estimated* costs. This will not be the final budget for the Global Seminar or the final cost for students. The budget gives the Center for Global Engagement a better sense of the scope of your Global Seminar. Share your budget with your proposal and proposed itinerary.

**SECTION VIII. CONCERNS AND QUESTIONS**

34. What are your major questions and concerns for the Center for Global Engagement.