

## Academic Programs Abroad

## Program Proposal for Summer and Intersession Programs

\* One copy of this form should be completed for each course proposed; form should be filled out by the faculty member offering the course

**Name of Program:** \_\_\_\_\_

## I. Personal Information

Please Circle the Appropriate Title:      Dr.      Mr.      Ms.      Mrs.

Name of course instructor: \_\_\_\_\_

LSU ID Number: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Mailing Address/Office: \_\_\_\_\_

Office Phone: \_\_\_\_\_ LSU Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Email Address (if applicable): \_\_\_\_\_

## II. General Course Information

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Prerequisites Required by this Course: \_\_\_\_\_

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### III. Course Integration with the Host Culture

How will you incorporate the host culture/country into the curriculum for this course?

[illegible]

Please list all fieldtrip sites you are considering for this course. Indicate whether these plans are tentative or established. Take into account that field trips may be very time consuming. Please describe how much class time you intend to allocate to individual excursions.

What measures are planned to maintain the academic integrity and rigor of this course during the program? How will student performance be evaluated? Describe methods of instruction, testing, and evaluation and attach a copy of the syllabus for this course. The syllabus must clearly establish the number of class hours the students will have. Instruction time on excursions may be part of the syllabus. Be aware, however, that instruction must be active and related to the course content. Site or museum visits with no specific faculty instruction related to the course should not be included in the syllabus.

*Any changes to the course must be submitted in writing to APA. Failure to submit program changes to APA in writing may result in the program's cancellation.*

**Academic Programs Abroad**  
**Course Approval Form for Summer and Intercession Programs**

Name of Program: \_\_\_\_\_

This course will be offered during (circle one):

Wintersession      Spring Intercession      Summer Term A      Summer Intercession

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Name of course instructor: \_\_\_\_\_

By signing below, you give your permission for Academic Programs Abroad (APA) to set up a section of this course during the semester indicated above. Registration in the course will be limited to students enrolled in the program through APA only.

\_\_\_\_\_  
Faculty Member Teaching Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate School (for courses at the 4000-level or higher)

\_\_\_\_\_  
Date

Note: a copy of the proposed syllabus for the course must accompany this completed proposal form.