
Study Abroad Proposal Faculty Application Form

This form is designed to create equal opportunity for faculty wishing to arrange for students to travel abroad as part of their contracted teaching through Moorpark College. This application will be reviewed by the Moorpark College Study Abroad Advisory Committee. We thank you for your desire to participate in developing a global educational opportunity, and we encourage your energy and enthusiasm as we grow our study abroad opportunities for students at Moorpark!

1. Full name (or full names if multiple faculty are applying)

2. Email address(es)

3. Year and Semester/Term for your desired travel abroad trip. (You may wish to include a range of times, and state which timeframe is preferred.)

4. Destination (country, continent, cities, as far as you know; do include as much detail as possible)

5. Your discipline(s)

6. What course(s) do you intend to offer as part of your travel?

7. Is there be an online component to your course(s)? (If so, please briefly explain and confirm that this is part of the COR of the course(s) you intend to teach.)

8. Study Abroad Learning Objectives - Please explain in detail the purpose of travel, how it will serve students, and what will be taught while abroad. This is not the same as course learning objectives, but should be related to them. (i.e. "Why are we going to Africa to take this course instead of taking it online or on campus?")

9. Study Abroad Learning Outcomes - Please outline in detail 2 to 3 desired learning outcomes you envision your students achieving. These are not the same as course learning outcomes, but should be related to them. (i.e. What the students will get as a result of taking the course(s) and completing the travel.)

10. Please describe what your enrollment strategies are. How will you market this program to attract students? (How does it 'sell' and what is the appeal?) Who are your target populations you hope to attract?

11. Do you have a vendor, travel agency, or company selected at this time? If so, who do you plan to work with and why have you chosen that partner? (If not, that's okay for now; we can provide assistance later.)

12. Do you have a service component as part of your travel plans (or a service component prior to the trip)? If so, please provide information, even if it's preliminary.

13. This application requires the support, coordination, and approval of your department chair and dean. The Study Abroad Advisory Committee will make a recommendation to the Vice President of Academic Affairs for a decision to be forwarded to the President and Board of Trustees for travel authorization and approval. Please mark that you have communicated with and have the support of the following

- Department Chair
- Dean

14. FOR YOUR CONSIDERATION: at this time, doing a study abroad program puts nearly all the "legwork" on the faculty applying to travel/teach. This includes marketing, advertising, recruiting, finding out answers, organizing the trip, coordinating with vendors, etc. It is, mildly put, a lot of work. Be advised that this is a significant undertaking. We are here to support you in this effort!

- Yes I understand