

Program Proposal Package (P3) Development

Name

Job title

(1) **Course Description.** *Include title, primary course location (s), credit hours and prerequisites if any.*

Title: History of China

Course Description:

Course Locations:

Credit Hours:

Pre-requisites:

Textbook: *If a textbook is required, identify it and explain why it should be used.*

The rationale for the choice of course topics, goals, and readings as related to the course location.

(2) **Course Justification.** *What is the distinctive contribution of this course to the curriculum of your department? Why is it needed by the department and the student?*

(3) **Faculty Lead information.**

Training and experience in the course's subject matter:

Experience in the proposed location:

Previous experience teaching study-abroad:

Language proficiency and overcoming language barriers at the distant location.

(4) **Trip Itinerary:**

(5) **Student Cost.** *Estimated total cost for students (tuition and trip expenses)*

You will also want to add additional costs to students, such as

- *obtaining a passport*
- *visa fee (\$140)*
- *travel insurance*
- *immunizations*
- *spending money*

Any plans for fund-raising to help defray costs?

Scholarships or grants available? *The Frank Shepard Scholarship provides two scholarships of \$500 per year for study abroad programs. Other OTC scholarships may also apply to this course: check with the OTC Foundation.*

Community participation in the trip.

(6) **Faculty Cost.**

Class Syllabus. *Enclose a copy of the class when submitting this form.*

(7) Student Evaluation:

(8) Marketing plan. *How will the trip be advertised to the students?*

(9) Outside Agency Support.

(10) Visas and Passports.

(11) Emergency Action Plan.