

REQUEST TO CONDUCT A DOMESTIC FACULTY-LED PROGRAM

This form must be completed for any course in which there is an off-campus travel component in the United States for one or more nights, as defined in the [college sponsored student travel policy](#), and must be accompanied by all required documents listed below. Domestic faculty-led programs must be approved before a course is marketed and before students enroll in a course.

TERM: Summer 2 _____ Fall 2 _____ Winter 2 _____ Spring 2 _____

Course Number and Title: _____

Off-Campus Location(s): _____

Credit Hours: _____

Dates of travel & total number of days: _____

Where will program begin/end (at airport/at program site)? _____

Please check one: New course (either approved syllabus or draft syllabus)
 Existing faculty-led course
 Existing course with new travel component

Will participation require completion of prerequisite course(s)? Yes No

If yes, please identify prerequisite(s): _____

Maximum number of student participants (cap): _____

Will the program be open to students from other institutions (SUNY and others): Yes No

Primary Faculty Leader: _____

Department: _____

E-mail Address: _____

Campus Extension: _____

Please select one: Has led a SUNY Oneonta domestic FLP
 First-time faculty-leader

Secondary Leader (if applicable): _____

Department: _____

E-mail Address: _____

Campus Extension: _____

Please select one: Has led/co-led a SUNY Oneonta domestic FLP
 First-time co-leader

Choose all that apply*: Not teaching, serving as co-leader
 Co-instructor
 Teaching cross-listed course (Include course info. on page 2)
 Teaching separate course (Include course info. on page 2)

***Note that selection in this section correlates with faculty compensation.**

In Spring and Fall these courses are counted as load.

For Summer and Winter, faculty must be co-teaching, teaching separate courses, or cross-listed courses with a minimum of 10 enrolled students per faculty member in order for each faculty to receive the full stipend. If secondary leader is interested in serving as a co-leader, and not a teaching faculty, they will have all program expenses covered.

Please describe experience of program leader(s) in proposed location(s), including but not limited to experience teaching, working, or leading a program (*may attach a document to this form if more room is needed*):

The following documents are to be attached to this form:

- Course Description for existing course, or New Course Proposal Form for a new or Special Topics Course which must address the nine questions contained in the instructions.
http://www.oneonta.edu/admin/registrar/pages/newcourse_inst.asp
- Course Syllabus: showing how the travel piece fits into the student learning outcomes of the course.
- Travel Itinerary: this should include where, when, lodging and travel to and from site.
- Line-Item Budget (if applicable): see attached budget template.

By submitting this request, I agree to adhere to the [College Sponsored Student Travel Policy and Domestic Faculty-Led Program Procedures](#).

Instructor of Record Signature: _____ Date: _____

Approved by Department Chair: _____ Date: _____

Approved by Academic Dean: _____ Date: _____

Reviewed by Office of Global Education Director: _____ Date: _____