

FLiP Proposal and Approval Form

COURSE INFORMATION PAGE

FOR A PROPOSED NMSU FACULTY-LED COURSE

Date _____

1. Lead NMSU Faculty Member(s) (FLiP Program Director) _____
Campus Address(es) _____
Phone _____ E-mail _____

2. Proposed Course Title _____

3. Course Location(s) _____

4. Sponsoring NMSU Department(s)/College(s) _____

5. Program Term: __ Summer __ Winter __ Fall Semester __ Spring Semester __
Other (specify) _____

6. Academic Year _____

7. Anticipated Frequency of Course Offering:
() One-time offering () Biannual () Annual () Other (specify) _____

8. Course duration: _____ Weeks or _____ Days

9. Proposed Dates: From _____ (M/D/Y) To _____ (M/D/Y)

10. Total Semester NMSU Credits to be Awarded: () Minimum () Maximum

11. Cooperating Institution Abroad (leave blank if unknown) _____

12. Anticipated Student enrollment: () Minimum () Maximum

13. Majors from which students are likely to be drawn:

14. Narrative/budget/college approvals: All proposals must include a narrative, draft budget and letters of support from the sponsoring department's head and the dean or dean's designee of the sponsoring college, as described on the cover sheet.

FOR OEA USE ONLY

____ Course Information Page

____ FLiP Proposal and Approval Form

____ Narrative

____ International Travel Form and Waiver

____ Course Budget

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FLiP PROPOSAL AND APPROVAL FORM

Note: The Course Information Form and any other supporting documentation should be attached.

To: Faculty-Led International Programs
Office of Education Abroad
Garcia Annex, Room 238
(575) 646-4334

To Whom It May Concern:

I _____, Head of the Department of
(Department Head)

_____ support the proposed course,

_____ (Department) _____ (Course Number) _____ (Course Name)

to be offered in the city and country of _____ during the dates of

_____ to _____ as a _____ listed course in 20____
(fall, spring, summer)

taught by _____ of this department.
(Faculty)

The course: *(check all that apply)*

- _____ will fit within the faculty schedule/salary for the semester
- _____ qualifies as a Viewing a Wider World course (3 credits)
- _____ is a required course for _____ majors
- _____ faculty will be supported by a \$ _____ department grant for travel
- _____ other: _____

If significant changes, such as the addition of a Program Assistant Director, are required, the Department Head and Dean will be consulted.

Signed _____ Date _____
(Department Head)

Signed _____ Date _____
(Dean)

ACKNOWLEDGEMENT OF FACULTY MEMBER

I, the lead coordinator for the FLiP program approved above, acknowledge the terms of this agreement. Furthermore, I acknowledge that I have read, and will adhere to, policies and procedures delineated in the FLiP Proposal Packet and NMSU Policy Manual.

Printed name Signature Date

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----SAMPLE PROPOSAL FORMAT----

NARRATIVE

Course Description:

Span xxx Advanced Conversation (3 credits)

This course is designed for conversation and intensive oral practice and requires the prerequisite of Span 212 or consent of instructor. Considering that this course is meant to improve Spanish speaking abilities it makes sense that our students have the opportunity to speak Spanish in a natural environment where Spanish is the dominant language. We will use the first half of the semester to learn travel vocabulary, how interview a person in Spanish, and how to create a photo documentary with the interview and photos of people and places. During Spring Break we will travel to Costa Rica where we will put our Spanish-speaking skills to practice. Upon return we will meet in groups to develop their photo documentaries. At the end of the semester the students will present their work in a PowerPoint form and turn in hard copy of their photo documentary.

Learning Outcomes

1. Students will become more confident in their Spanish-speaking abilities
2. Students will be able to perform conversation Spanish with a native speaker
3. Students will be able to conduct interviews in Spanish with a native speaker
4. Students will be able to understand the cultural identity of Costa Rica through interviews and photography

Subject matter

In this course we will study the following material in Spanish

Week 1: Formal and informal introductions

Week 2: Cultural awareness in Latin American countries

Week 3: Learning the cultural treasures of Costa Rica

Week 4: Travel vocabulary and conversation

Week 5: Food and restaurant vocabulary and conversation

Week 6: Emergency situation vocabulary and conversation

Week 7: How to interview people in Spanish

Week 8: How to take documentary style photography

Week 9: Prepare for trip

Week 10: Field experience in Costa Rica (8 days)

Week 11-13: Work on group project

Week 14: Meet with professor

Week 15: Meet with professor

Week 16: Presentation of work

Total amount of class time in Spanish = 50 hours

Field Experiences and Guest Lectures

Our host institution is xxxxxx, an organization with whom NMSU has an established relationship. They will help organize our stay while in Costa Rica. We will be staying at their facilities during most of the trip. They will help with the orientation, provide the classroom space, help organize our excursions, and put us in contact with locals for our projects.

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Itinerary for Costa Rica

3/22: Arrival, orientation, and welcome
3/23: Class 9 to noon, afternoon cultural visits
3/24: Class 9 to noon, interviews and photos
3/25: Class 9 to noon, national park visit/cloud forest/canopy walk
3/26: Class 9 to noon, cultural site visit
3/27: Class 9 to noon, outreach/service learning project
3/28: Travel to Coast
3/29: Coast to San Jose
3/30: Travel home

Foreign Language

Span 212 is a prerequisite of Span 325 so students should be able to speak Spanish at an intermediate level upon registering for this course. However, the students will be appropriately prepared to travel abroad and carry out conversation in Spanish beforehand.

Health and Safety

Costa Rica is considered one of the safest countries in Latin America. I am working with the Office of Study Abroad to ensure the safety and well-being of all our students while traveling.

Logistical Arrangements

We will fly into San José, Costa Rica. We will then go by bus to the xxx campus in _____. The students will lodge in dormitories on the xxx campus and be provided three meals. The classrooms will be on campus. The excursions will be handled through a professional tour guide and set up before the trip.

Student Qualifications

Students must have completed Span 212 or the equivalent. Students must also commit to the Spring Break trip to Costa Rica. All students must receive permission before registering for the course.

Student Enrollment/Program Marketing

A minimum of 10 students will be required for the course and a maximum of 15 students will be allowed to enroll. The Office of Study Abroad and the professor will work together to recruit students. An email advertising the class will be sent to all Spanish majors and minors.

Evaluation/Assessment

The final project will be the largest assessment tool for the students. For the final project the students will document, through photography and oral interviews, cultural themes that they found to be prevalent in the host country of Costa Rica. The interviews will be conducted in Spanish. The students will then create their own photo documentary using the photographs and oral interviews to narrate their book project. I have done similar projects on campus with much success. I also have experience in creating my own photo documentary book and understand the process and the learning benefits that are associated with it. In order to conduct interviews in Spanish the students must possess an intermediate level of Spanish. They must then be able to synthesize the interviews for their photo documentary project. The Spanish skills they will require and learn involve real-life communication and not just classroom exercises. The Students will meet with present their work at the end of the semester, which will demonstrate what they were able to achieve during their field experience.

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Additional Information (*Include information on these topics to make your proposal stronger*):

- Academic rigor
- Contact hours. *Include how you'll justify 3 or 6 credits from a field course (i.e. pre- and post-travel meetings)*
- Number of students. *Often, courses require 10 students minimum. What is the minimum/maximum number of students you'd like on this course?*
- Course cost

3. DRAFT BUDGET

The travel portion of the course is expected to cost approximately \$_____ USD per student, including all lodging, meals and water, transportation, entrance fees, guides and instruction. Once a vendor is contacted and more specific information on costs is available, a detailed budget will be finalized with the assistance of FLiP Coordinator.

4. SIGNED Proposal and Approval Form: *Page 1 and 2 of this packet.*