



TnCIS utilizes an online application process for faculty desiring to teach in an existing program. Information requested during that process is shown below.

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Please read all instructions for completing this application before you begin. It is recommended that you first save your text responses in a word processing document and then cut and paste them into your application below in case your submission is not received. You will need to upload documents and should be aware of all requirements as outlined on the [Teaching in an Existing TnCIS Program](#) webpage.

PART I: Personal Information (Please complete all sections)

First Name:

Middle Name:

Last Name:

Highest Degree Level Achieved:

TBR Institution:

Department:

Campus Address:

City:

State:

Zip Code:

Office Phone:

Fax:

Preferred Email:

Academic Position:

Home Address:

City:

State:

Zip Code:

Land Phone:

Cell Phone:

Please upload your CV (**Must be a .doc or .docx file. Please include your last in the document name**):

Part II: Applicant Information

In naming your files, please include your last name in the document name. We will be able to better retrieve the correct file for your application.

Are you familiar with the country in which you are applying to teach? Please describe your experience/knowledge.

If you have not traveled in this country, how do you plan to acquire the necessary information to maximize the effectiveness of your course?

What languages do you know or plan to study that will make your travel/teaching more effective? (For non-English speaking countries only)

Have you ever applied to teach in a TnCIS program before?:

- Yes
- No

If yes, in which year, country and course did you apply to teach:

Have you ever taught in a TnCIS program before?

- Yes
- No

If yes, in which years, country(ies) and course(s) did you apply to teach:

Have you ever taught in a non-TnCIS study abroad program?

- Yes
- No

If yes, with what organization, in what country, and what course?

Do you have plans to participate in any non-TnCIS sponsored study abroad program(s) for the same academic year as this proposal? If so, please give details.

- Yes
- No

If so, please give details:

Part III: Course Details (Please complete all sections)

Provide the course name and number (rubric) as it would appear in your catalog and provide a brief course description. In some cases it may be appropriate to use a Special Topics course number. Please also be sure to use the TnCIS syllabus template.

Program to which you are applying:

Course Title:

Course Number (Rubric):

Prerequisites:

Please upload your course syllabus (**Must be a .doc or .docx file. Please include your last name in the document name.**)

Course Description:

Course Proposal: What are the advantages to teaching the course(s) at the particular program site? In addition, give specific places of interest you think might prove ideal for class related excursions.

Course Proposal: Do you have contacts abroad who might be willing to contribute to your classes as a resource or guest lecturer?

Course Proposal: Are there any special needs, equipment or technology required for your course? Please give any necessary details.

Recruitment: Briefly describe your plan for student recruitment. TnCIS will provide printed materials for recruiting purposes as well as program and course information on the TnCIS website.

Reminder: This application will be emailed to your preferred email address. Please print the email to use as a hard copy of your application. You will need a copy for your institution and should also keep a copy for yourself. If you do not receive an email following the submission of your application, please contact TnCIS at tncis@pstcc.edu or 865-539-7279.