Developing and proposing a new study abroad program is a complex and long process and the TnCIS office is available to help in any way it can. Also, it is possible to begin consideration of a new program even if some of the minor details are not yet determined. The procedure for submitting a proposal includes:

1. Proposals will be submitted electronically through the Online Proposal Submission Form. The Proposal Submission Form includes all of your personal information and a place to upload your proposal, your curriculum vitae (CV) and your syllabus.

2. In your proposal please follow the categories and suggestions in the Proposal Outline below to create a prose document covering all aspects of the new study abroad program. The complete proposal will consist of the prose document; the proposer's CV; course syllabus; and your institution's approval as documented on the Institutional Approval Form (see item 3 below). Completed proposals are due to the TnCIS office by mid-February. (Exact dates will be posted on the TnCIS website each year.)

3. Please download the Institutional Approval Form (Appendix B) which will need to be approved and signed by your Supervisor(s), your Chief Academic Officer (CAO), your President, and the TnCIS Representative at your institution. See Members on the TnCIS website for the contact information of your TnCIS representative. Attach the blank Institutional Approval Form to a copy of the Online Proposal Submission Form, your CV and your syllabus. You will receive an emailed copy of the online form for this purpose. Submit all documentation to your supervisor for approval and routing.

4. All faculty applying to teach in a TnCIS program are required to submit an official transcript for SACS verification purposes. Official transcripts showing most recent degree and/or coursework that qualify the faculty member to teach the proposed courses should be submitted.

5. Proposers must be prepared to present their proposal to the TnCIS Advisory Council in person at its spring meeting (exact dates will be posted on the TnCIS website each year). The location of the meeting will be in Central Tennessee and will be announced at a later date following the submission of your application.

6. Based on a positive recommendation from the TnCIS Advisory Council and approval of the TnCIS Executive Director, the new program will have a potential start date in the following program year. All approved new programs will be announced by email in mid-April. All Program Directors and faculty must attend all mandatory orientations. Dates for the orientations will be in the fall and spring (exact dates will be posted on the TnCIS website each year).

Proposal Outline

The proposal will be submitted electronically through the Online Proposal Submission Form in a .doc or .docx file following the outline below.

General Description

This should be a general statement intended to give an overview of the proposed program. Please include location, academic focus and why it is desirable to study in this location. This description should be brief since these same areas are addressed in detail in the sections below. This statement might later serve as the introduction to the program in TnCIS publicity materials.

Need

This section should address the need for this program not only at the proposer's own institution but throughout the TnCIS organization. In general, a program and its curriculum should be related to and enrich the academic programs at member institutions. If the proposed program has a specific academic focus, does it fill a void in that academic area among study abroad offerings? Does the proposed program provide opportunities in a geographic area not currently provided by TnCIS?

Academic Program

Faculty should plan to teach only one full course during summer programs. Some TnCIS programs have a specific focus (such as language), whereas others are open to a variety of academic fields. Please elaborate if the proposed program has a particular focus.

Syllabus

Please provide a standard syllabus for your course using the TnCIS Syllabus Outline (Appendix C) unless inappropriate. Please remember that all courses must comply with Southern Association of Colleges and Schools (SACS) standards and reflect the same rigor as expected by any course on your campus. In compliance with SACS standards, each 3 hour course must consist of at least 37.5 full class hours. You will upload your syllabus (must be a .doc or .docx file) through the Online Proposal Submission Form.

Course Description

Communicate how you intend to incorporate the program site into your course content. If you intend to incorporate excursions into your course, please include tentative plans for them.

Use of Program Setting in the Academic Courses

What resources can be drawn upon by faculty in and around the program site(s)? What academic excursions are possible for the full group?

Prerequisites

Any prerequisites must be stated on the syllabus.

Classrooms

Describe classroom facilities at the program site.

Program Structure

Address the location(s) proposed for the program and elaborate on the rationale behind the choice. If multiple locations are being proposed, an itinerary will be necessary and such issues as ground transportation will need to be addressed. Please be specific about how any health and safety issues unique to the location will be managed.

Housing

Where will students be housed, who will make the arrangements, and who will monitor the housing for appropriateness and safety?

Food

Will students be provided food in this program? If so, describe. If not, how will meals be provided? What approximate expense will there be to the student?

Transportation

What means of ground transportation (buses, trains, etc.) will be used for the program?

Local Contacts Abroad

Do you have in-country resources that can assist with the logistics both before and during the program? Has the proposer had previous dealings with those contacts?

Excursions

Describe program excursions suggested for the entire group.

Physical Demands

Please describe any possible physical demands which might influence a student's decision to participate such as: long hikes, lack of air conditioning, climbing excessive stairs, climatic conditions, etc.

Budget

Develop an estimated budget for the proposed program. The TnCIS office uses a standard budget template and will assist the proposer in adapting expenses to that spreadsheet.

Recruiting Strategies

Outline how to interest students in this program. What "audience" will be targeted and what strategies can be used to recruit at TnCIS member institutions?

The Proposer

Describe special qualifications of the proposer to lead this program. Include such topics as knowledge of the country, experience in the country, ability in the language to handle emergencies, etc.

Curriculum Vitae (CV)

A CV must be included with the proposal. You will upload your CV (must be a .doc or .docx file) through the Online Proposal Submission Form.

Official Transcripts

All faculty applying to teach in a TnCIS program are required to submit an official transcript for SACS verification purposes. Official transcripts showing most recent degree and/or coursework that qualify the faculty member to teach the proposed courses should be submitted to the TnCIS office via U.S. mail or certified transcript systems.

Restrictions

All programs are administered fully by TnCIS. Commercial providers will not be considered. All TnCIS programs are open to students from all member institutions with final decision about admission resting with TnCIS. All programs and courses must be offered for credit. Click here for the Online Proposal Submission Form.