



APPENDIX M TnCIS Online Application to Teach in an Existing Program

TnCIS utilizes an online application process for faculty desiring to teach in an existing program. Faculty complete the Applicant Information and the Course Information Questionnaires shown below.

* * * * *

Applicant Information Questionnaire:

(*) Indicates the question is required.

1. TBR Institution (*)

2. Academic position / Title (*)

Example: Associate Professor of History

3. Department (*)

Please give the name of the department with which you are primarily affiliated. Example: History

4. Highest degree level achieved (*)

5. Preferred email address (*)

6. Please upload your CV (.doc or .docx format) using the Upload File button provided below. No PDF's. (*)

You must select New File: Choose File to upload a document from your computer. Please include your last name, first name, and program in the file name. Example: Smith_Joseph_Brazil_CV

7. Campus address - Street (*)

Example: 10915 Hardin Valley Rd.

8. Campus address - City (*)

Example: Knoxville



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9. Campus address - State (*)

Begin typing the name of your state (example: Tennessee) and matching results will appear. Choose from the options of matching results.

10. Campus address - Zip (*)

Example: 37933

11. Office phone number (*)

Example: 555-555-5555

12. Home address - Street (*)

Example: 1234 Main Street

13. Home address - City (*)

Example: Knoxville

14. Home address - State (*)

Begin typing the name of your state (example: Tennessee) and matching results will appear. Choose from the options of matching results.

15. Home address - Zip (*)

Example: 37933

16. Personal cell/mobile number (*)

Example: 555-555-5555



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17. In which TnCIS program are you applying to teach? (*)

18. Please state why you are interested in teaching a course with TnCIS. (*)

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19. Are you familiar with the country(ies) in which you are applying to teach? (*)

If yes, please describe your experience/knowledge.

20. Have you traveled in this country/these countries previously? (*)

If no, how do you plan to acquire the necessary information to maximize the effectiveness of your course?

21. Language experience

What languages do you know or plan to study that will make your travel/teaching more effective? Those applying to teach in an English-speaking country (example: Ireland, South Africa, etc.) may skip this question.

22. Have you ever applied to teach in a TnCIS program before? (*)

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

23. Have you ever taught in a TnCIS program before? (*)

If yes, please list which year(s), country(ies) and course(s) you have taught.

24. Have you ever taught in a non-TnCIS study abroad program? (*)

If yes, with which organization(s), in which country(ies) and in which course(s)?



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25. Plans to participate in non-TnCIS programs this year? (*)

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 provide details.

26. Understanding of information provided online (*)

Please choose the single option below to indicate that you understand your CV, syllabus, and application will be distributed online to the TnCIS Advisory Council, TBR, and member institutions for review and consideration.

27. Acknowledgement of orientation requirement (*)

Please choose the only option below to indicate that you understand there are two required orientations for approved faculty. The Fall Faculty Orientation is in late September and the Spring Faculty and Student Orientations are in early April. Both orientations will take place on Saturdays. Dates will be announced on the TnCIS website.

Course Information Questionnaire:

Instructions:

Please save your work often, using the Save button at the bottom of this questionnaire. You will get timed out after 59 minutes of staying on this page without saving your work.

(*) Indicates the question is required.

1. Course Title (*)

Example: Music Appreciation

2. Course number (rubric) (*)

Example: MUS 1030

3. Are there prerequisites for this course? (*)

If there are prerequisites, please list them here.



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4. Please provide the course description. (*)

The description you provide must match the course's master syllabus.



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5. Course proposal (*)

What are the advantages to teaching the course(s) at the particular program site?



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6. Please upload your course syllabus (.doc or .docx), using the Upload File button below. No PDF's. (*)

Be sure to use the [TnCIS Syllabus Outline](#). Please include your last name, program name and course rubric in the document name. Example: Jones_Germany_MUS1030_Syllabus

7. Why do you think students would be interested in taking your course in a study abroad program? (*)



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8. How will your course differ from a traditional semester course taught on campus? (*)



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9. What challenges do you anticipate in teaching the course in a three/four week program? (*)



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10. Course related excursions. (*)

Provide specific places of interest you think might prove ideal for class related excursions.



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11. Contacts abroad

Do you have contacts abroad who might be willing to contribute to your classes as a resource or guest lecturer? If yes, please share details, if you wish.

12. Special needs/equipment/technology (*)

Are there any special needs, equipment or technology required for your course? If yes, please give any necessary details.

13. Plan for participant 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.

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