**FACULTY-LED PROGRAMS**

**Preliminary Proposal**

In support of the College’s [Strategic Vision](https://www.pomona.edu/strategic-vision) and [Global Pomona Project](https://www.pomona.edu/global-pomona), the International and Domestic Programs Office (IDPO) is committed to expanding study away opportunities for students through international and domestic Faculty-Led Programs (FLPs).

Faculty interested in developing a Faculty-Led Program should meet with the Assistant Director of Pomona Programs and Domestic Programs to discuss their program idea. They will then complete a preliminary proposal for review by the International and Domestic Programs Committee (IDPC). Faculty applicants should seek feedback from the Dean of the College, Associate Dean for International Initiatives, and Department Chair as needed for relevant components of the proposal. Preliminary proposals selected by the IDPC will move on to full program proposal with the assistance of the IDPO, which includes review of the course proposal by the Curriculum Committee (CC). Once the program and course have been approved by the IDPC and CC, faculty will work with the IDPO on program development and implementation.

The preliminary proposal requires the following:

* Preliminary Proposal Form
* Department Chair Endorsement Form
* Course outline

**Competitive Priorities:**

* The proposed course(s) fulfill(s) a major degree requirement and/or a general education requirement.
* The program can attain the target student enrollment of 10-15 students.
* The program is aligned with the College’s [Strategic Vision](https://www.pomona.edu/strategic-vision) and the [Guiding Philosophy and Principles](https://www.pomona.edu/administration/international-domestic-programs) for International and Domestic Programs.
* If more than one program is selected for development in a single year, the IDPC will select programs with themes that are sufficiently different so that they complement rather than compete for participants.

**Preliminary proposals for programs to run in 2026 are due by: Sunday, November 3, 2024.** Please email all proposal materials to [Annie Lam](mailto:annie.lam@pomona.edu), Assistant Director of Pomona Programs and Domestic Programs.

Applicants will receive a response from the International and Domestic Programs Committee by the end of the fall semester.

**FACULTY-LED PROGRAMS**

**Preliminary Proposal Form**

**1. Faculty Leader(s) Information:**

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| --- | --- |
| **Name** |  |
| **Title** |  |
| **Department** |  |
| **Office Building & Room Number** |  |
| **Office Phone Number** |  |
| **Email** |  |

**2. Program Information**

|  |  |
| --- | --- |
| **Program Title** |  |
| **Program Term and Year** |  |
| **Tentative Program Dates** |  |
| **Program Location(s) (City, Country)** |  |
| **Target Number of Participants (Range)** |  |

**3. Course Information**

|  |  |
| --- | --- |
| **Course Title** |  |
| **Number of Credits** |  |
| **Student Qualifications:**  Specify any relevant pre-requisite courses, minimum GPA, language proficiency, class year standing, etc. |  |
| **Please specify any major/minor requirement and/or GE requirement this course intends to satisfy.** |  |

**4. Program Details**

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| **Program Description:** Briefly describe the program in terms of subject matter and learning outcomes. |
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| **Number of Academic Contact Hours:** Elaborate on and describe the number of pedagogical contact hours taught during the 1) pre-departure phase, 2) in-country phase, and 3) post-travel phase. |
|  |
| **Program Relevancy (1):** How does the program serve the discipline and/or general education [learning goals and objectives](https://www.pomona.edu/administration/academic-dean/teaching-learning/learning-objectives)? Include its fit into major requirements or electives and a list of all course prerequisites (if applicable). |
|  |
| **Program Relevancy (2):** How does the program serve the College’s [mission](https://www.pomona.edu/about/mission-statement) and [Strategic Vision](https://www.pomona.edu/strategic-vision)? How does the program align with the [guiding philosophy and principles](https://www.pomona.edu/administration/international-domestic-programs) for international and domestic programs at the College? |
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| --- |
| **Justification of Program Location:** How will travel to this location and engagement with the activities planned enhance and deepen learning of the course’s subject? |
|  |
| **Overview of Field Trips:** Describe proposed field trips and their relevance to the program theme. |
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| **Overview of aspects of the host culture & environment:** Describe the relevant aspects of the host culture and environment that will be integrated into the program. |
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| **Ethical engagement:** In what ways does the program sensitize students to the ethical implications of their academic work and activities in the off-campus location? How does the program actively promote respect for the cultures and values of the community in which it operates? |
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**5. Faculty Experience and Qualifications**

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| **Relevant Qualifications of the faculty leader:** Describe prior experience in the host country/region and in teaching and scholarship related to the program’s theme. Describe relevant language competency or plans for managing language barriers. |
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| **Overview of host-country faculty/lecturers/experts:** If you have existing contacts in this location, please include information about any local contacts or partners you would like to include in this program along with their credentials. *Note: Established local partners is not a criterion at this stage for program selection, and the IDPO will assist faculty with identifying local partners along with on-site logistics providers.* |
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**FACULTY-LED PROGRAMS**

**Department Endorsement**

**Faculty Leader(s) Full Name:**

**Department:**

**Name of Proposed Program:**

**Term and Year of Proposed Program:**

**Department Chair Signature**

My signature below indicates that the department has discussed the program proposal with the faculty leader.

Please select any that apply:

* The department supports the course for major credit.
* The department supports the course for minor credit.
* The department supports the course for General Education credit (in Area \_\_\_).

Additional comments:

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Department Chair Full Name Department Chair Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date