Texas State University-San Marcos
Application for Study-Abroad/Study-in-America/Off-Campus Courses

Name of Faculty Member: _____
Texas State ID# _____ Faculty Rank: _____
Department: _____ College: _____
E-Mail: _____ Wk. Phone: _____ Hm. Phone: _____

Course Prefix/Number and Title as it appears in the most current university course catalog:

Course Prefix/Number: _____ Title: _____
City(Cities)/Country(Countries): _____
Dates of Study (excluding orientation dates): _____ Orientation Meeting Dates: _____
Departure Date: _____ Return Date: _____
Contact hours: On-Campus _____ On-Site _____
Number of days on-site excluding travel dates: _____ Program Academic Year: _____

Course(s) will be taught as (select one): □ Extension Credit □ Resident Credit
If resident credit, departmental account number to be charged: _____

Please briefly explain the academic benefit to teach this course(s) in this location(s). (Information to be included in report to the Office of the President): _____

Academic Term Offered (select one):
□ Fall □ Winter Session □ Spring □ Mini Session □ Summer Session I □ Summer Session II

Faculty Work Load and Compensation (select one): □ Course overload at no additional pay
□ Extension course at Extension rates □ In-load course with no additional pay

________________________________________________________
Signature of Faculty Member _____________________________ Date
For disapproval, attach explanation(s)

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

Approve □ Disapprove □

________________________________________________________
Department Chair/School Director (or appropriate Program Director) _____________________________ Date

________________________________________________________
College Dean _____________________________ Date

________________________________________________________
Dean, Graduate College (if applicable) _____________________________ Date

________________________________________________________
Director, Correspondence, Extension, and Study-Abroad Programs _____________________________ Date

________________________________________________________
Director, Extended and Distance Learning _____________________________ Date

________________________________________________________
Provost and Vice President for Academic Affairs _____________________________ Date
Course Syllabus, Bibliography and Itinerary:

The faculty must submit a syllabus and bibliography for each course, and each syllabus must contain objectives in relation to the location and to the academic benefits for the student. Objectives must be clear and specific, and emphasize the instructional nature of the class, not travel experience. The general pedagogical assumptions underlying the course objectives are (1) that learning about people, region, or culture is more full and permanent when it results from a personal travel/study experience in a particular country or region than when it results from an isolated classroom experience which describes vicariously the same people, region, or culture, (2) that learning is likely to be more intense and personal because of direct contact between students and faculty member(s) and the travel/study experience, and finally, (3) that immersion in a foreign culture, even though ephemeral, can immeasurably enhance a student’s insight and understanding of a foreign culture and environment.

It is understood that the description is subject to change due to a variety of circumstances beyond the control of the faculty member, including, but not limited to, currency fluctuations, civil turmoil, war, weather, earthquakes, natural and human-made disasters, terrorism, government rules and regulations, sickness, death, indigenous customs, etc. The faculty member also reserves the right to alter the travel study program in any way when s/he deems it in the interest of the program and safety of the participants.

Course Marketing:

All materials used as advertising for an out-of-state/country course(s) will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences. All such marketing will be forwarded to the Office of Correspondence, Extension, & Study Abroad Programs for review prior to distribution.

Course Requirements:

(1) mandatory attendance at meetings on campus and on-site;
(2) research papers(s);
(3) exams(s);
(4) assigned readings;
(5) completion of evaluation forms.

Additional requirements: _____
Travel/Study Program General Release
Must be completed by each faculty member

Travel/Study Program
General Release

The Board of Regents, Texas State University System, Texas State University-San Marcos, and all regents, employees, agents, and officers for these entities, in their official and personal capacities.

Release: In consideration for facilitating my participation in the program described above, I release, discharge, and agree not to sue Releasees for any claims, demands, actions and causes of action arising out of any loss or damage to my property and any injury, including death that I may sustain, whether or not caused by the negligence of the Releasees while participating in the trip, or while in transportation to and from the destination.

Risks: To the best of my knowledge, I can participate in this activity. I am aware of the risks and hazards connected with this activity, and I elect to participate voluntarily and engage in this activity knowing that the activity may be hazardous to me and my property. I voluntarily assume full responsibility for property loss or damage, and for personal injury, including death, that I may sustain as a result of being engaged in this activity, whether or not caused by the negligence of Releasees.

Indemnity: I also agree to indemnify and hold harmless the Releasees from any loss, liability, damage or costs, including court costs and attorney’s fees, that they may incur due to my participation in this trip, whether caused by the negligence of Releasees or otherwise. For example, I specifically agree to indemnify and hold harmless the Releasees from losses they may incur as a result of my injuring another person or damaging another person’s property while participating in the trip.

Safety: I give Texas State University-San Marcos or any of its agents authority to take whatever action that they determine advisable regarding my safety and health.

Standards: I agree that Texas State University-San Marcos may terminate my participation in the program if I fail to maintain the program’s standards or if Texas State University-San Marcos determines that my conduct is detrimental to the welfare of the group/program. If my participation in the program is terminated, I will remain responsible for all programs fees.

Intent: I intend that this release and indemnity agreement bind not only me, but also my heirs, assigns, and personal representatives. I intend this as release, discharge, indemnity and promise not to sue the Releasees. I further intend that this agreement be construed under the laws of the State of Texas.
Free Act: I acknowledge having read this agreement. I understand it and sign it voluntarily as my own free act. No representations, statements, or inducements, apart from those stated in this agreement, have been made. I sign this agreement after having received adequate consideration, intending to be bound by it.

Participant’s signature ___________________________ Date ________________

August 2009

CANCELLATIONS: Any cancellation must be made in writing and any refund will be calculated on the date that the cancellation request is received by the Texas State Office of Study Abroad Programs, 302 ASB North, San Marcos, Texas 78666, (512) 245-2322. Participants may lose all or part of the deposit or total payment, excluding tuition fees* made, if cancellation** occurs.

*Tuition fees will be reimbursed following the university policy.

** The application fee of $125 is non-refundable.