

# TEXAS STATE EDUCATION ABROAD PROGRAM APPLICATION CHECK-LIST FOR APDs and FACULTY

## COURSES

- I have entered all my courses.
- I have specified that I will be teaching two sections of the same course for instance, FR 4390 if applicable.

## CONTACT HOURS

- At least 51% of the contact hours are taught abroad.
- The number of contact hours are at least 15 per credit hour per course, i.e. POSI 2310 must have a minimum of 45 contact hours (3\*15), while SPAN 1410 must have a minimum of 60 contact hours (4\*15).
- The number of contact hours on my course schedule add up to the same number of contact hours I indicated on my program application.
- My contact hours add up to the number required for the TWO courses I will be teaching. For instance, if I am teaching POSI 2310 and POSI 2320 I must have at least 90 contact hours.

## DATES

- My first day of classes matches the first day of my Part of Term (POT). Faculty may consider adding readings, research, and /or other academic assignments prior the departure date.
- My last day of classes matches the last day of my Part of Term (POT). Faculty may consider adding readings, research, and other academic assignments post return from abroad.
- My pre-departure orientations are planned for dates prior to the first day of my POT.
- My pre-departure orientations are planned for dates after the students' application deadline.
- The number of weeks of instruction (pre/post and abroad) plus the number of orientations add up to at least the maximum number of credit hours a student may earn in my program.

## FACULTY

- I have added all faculty members that will be teaching in my program.
- I did NOT include my Program Assistant (this information is submitted using a separate form)

## COURSE SCHEDULE AND SYLLABI

- The dates of my course schedule match the dates listed on my program application.
- My course schedule includes the pre and post travel component.
- My syllabi dates are current and match the dates listed on my program application.
- The course numbers and titles on my syllabi match those entered on my program application.
- My syllabi differentiate requirements between undergraduate and graduate students
- My syllabi are in PDF format.

## PROVIDERS

- I have listed all my providers.
- My provider(s) proposal(s) clearly indicates the total cost and the services provided.

## BUDGET

- The dates entered match those of my program application.
- The minimum number of students used is the same as the one listed on my program application.
- I have added all fees specified by all my providers.
- My budget is in excel/.xlsx format