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**Global Online Education Program
Proposal & Academic Description Form**

*Thank you for your interest in proposing a Global Online Education program with the ASU Global Education Office!*

*Please use this Word document to gather the necessary information for your program proposal. Once it is complete, please forward on to your chair/director and dean\* for approval. (Proposers from the College of Liberal Arts & Sciences do not need to forward on to the dean as the GEO will take care of this).*

**Section 1: Faculty Director and Program Overview**

1. Faculty Director’s First and Last Name: *Click or tap here to enter text.*
	1. Faculty Director’s ASU Title (ex. Asst. Professor): *Click or tap here to enter text.*
	2. Office building and room: *Click or tap here to enter text.*
	3. Office phone number: *Click or tap here to enter text.*
	4. E-mail address: *Click or tap here to enter text.*
	5. Faculty Director’s ASU College or School: *Click or tap here to enter text.*
2. The ASU School or College Sponsor(s) of the Program: *Click or tap here to enter text.*
	1. College/School Sponsor 1: *Click or tap here to enter text.*
	2. College/School Sponsor 2 (if applicable): *Click or tap here to enter text.*

*ASU Global Education Office Global Online Education programs require one ASU faculty member to lead the program, and this individual must be affiliated with ASU during the time of the program and after.*

**General Program Information**

1. Proposed title for your program (Note: this can be different than the title of the courses you teach. Strong titles clearly communicate what the program is about, are interesting to students, and short enough to fit on a flyer or web page): *Click or tap here to enter text.*
2. What is the proposed start date of your program: *Click or tap here to enter text.*
3. What is the proposed end date of your program: *Click or tap here to enter text.*
4. Please provide a brief overview of the program, highlighting academic and programmatic features. Please indicate the city and country of focus and explain the connection between this location and the thematic focus of the program. *Click or tap here to enter text.*

**Section 2: Academic and Student Details**

1. What ASU course(s) will be taught? (Please indicate below if this course does not already exist in the Academic Unit’s course bank and will have to be created via Curriculum Changemaker):
	1. Course #1 number and title: *Click or tap here to enter text.*
	2. Number of total ASU credits that students will earn on this program: *Click or tap here to enter text.*
	3. Course #2 number and title: *Click or tap here to enter text.*
	4. Number of total ASU credits that students will earn on this program: *Click or tap here to enter text.*
	5. Course #3 number and title: *Click or tap here to enter text.*
	6. Number of total ASU credits that students will earn on this program: *Click or tap here to enter text.*
2. Please describe the structure of your course (GIE? Summer? Session A, B, or C Session? Kindly provide as many details as possible on your vision for how the course fits together with the virtual portion). *Click or tap here to enter text.*

*All ASU Global Online Education programs are credit bearing. Please make sure to send a* [*syllabus*](https://studyabroad.asu.edu/_customtags/ct_FileRetrieve.cfm?File_ID=285224) *for the course(s) offered on your program to your chair/director and dean, as well as your International Coordinator within the SAO.*

1. Minimum number of students on your program (Note: Global Online Education programs must have a minimum enrollment of 10 students in order to run. Programs proposing fewer than 10 students must submit a written justification to be approved by the applicant’s College/School and the SAO): *Click or tap here to enter text.*
2. Maximum number of students on your program: *Click or tap here to enter text.*
3. List student eligibility requirements (i.e. minimum GPA, pre-requisites, etc.): *Click or tap here to enter text.*
4. List the majors from which students are likely to be recruited for your program: *Click or tap here to enter text.*
5. How does your proposed program fit with the curriculum for the majors you listed above? *Click or tap here to enter text.*
6. Is your proposed program open to non-ASU students? (Note: if it is not open to non-ASU students, please include a justification.) *Click or tap here to enter text.*

**Section 3: Program Logistics**

1. Will you want guest lectures?
	1. If yes, how many would you like? Do you have any personal contacts that you would like to connect with the provider? If so, please list names and contact information. *Click or tap here to enter text.*
2. What types of educational activities will be offered? (Note: Examples include cooking classes, virtual tours of cultural and historic sites, and virtual meetings with local students) *Click or tap here to enter text.*

*All ASU Global Online Education programs will work with a vetted service provider.*

**Section 4: Recruitment**

1. Please provide a program overview description that can be used on a webpage or flyer to promote the program. *Click or tap here to enter text.*
2. Please provide any distinctive features of the program: *Click or tap here to enter text.*
3. Please describe your detailed plan for recruitment. (Consult the Faculty-Director Marketing Toolkit for ideas: [asufacultytoolkit.wordpress.com](https://asufacultytoolkit.wordpress.com/)) *Click or tap here to enter text.*
4. With whom can you partner on campus to extend your recruitment reach? *Click or tap here to enter text.*

**Section 5: Accommodations**

1. What program resources and/or challenges exist for physically disabled students? *Click or tap here to enter text.*
2. What program resources and/or challenges exist for students with learning disabilities? *Click or tap here to enter text.*
3. Faculty Director program responsibilities: Please review the Faculty and Staff Statement of Responsibility (<http://links.asu.edu/FDStatement>) and indicate here if you have any questions and/or concerns about these responsibilities: *Click or tap here to enter text.*

**Departmental Approvals:**

*Please forward a copy of this proposal,* [*with a copy of the syllabus template*](https://studyabroad.asu.edu/_customtags/ct_FileRetrieve.cfm?File_ID=285224) *for your course, onto leadership within your academic unit, including your chair/director and dean. The SAO must receive approval from both the chair/director and dean\* for your proposal to be considered. Approval may be e-mailed to your International Coordinator within the SAO.*

*\* Proposers from the College of Liberal Arts & Sciences should not forward proposals to the dean as the SAO will take care of this.*

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| **CHAIR/DIRECTOR AND DEAN APPROVAL(S)** |
| **This proposal has been reviewed and approved by all necessary unit and College/School levels of review. I recommend approval of the program.****Chair/Director name: (please type or print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature Date: / /** 20**\_\_\_\_****College/School/Division Dean name (please type or print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signature Date: / /** 20**\_\_\_\_***Note: An electronic signature, an email from the dean or dean’s designee, or a PDF of the signed signature page is acceptable. If a separate document, please submit by the proposal deadline in the same message you submit the form.* |

**\*Who Can Lead an ASU Global Education Virtual Program?**

Eligible faculty to lead or direct a program include all full-time employees of Arizona State University whose Notice of Appointment is as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, or research professor. Eligible academic professionals also include full-time employees of Arizona State University with the classification of instructional professional and who have the teaching and mentoring of students as a significant part of their job responsibilities.