Timetable: It generally takes 10-11 months to develop a new study abroad course.

Have you met with International Programs to discuss a timeline for faculty led program development, as well as logistics, travel planning, visas, field trips, accommodations, budget, health and safety, promotion and orientation? Contact studyabroad@fitnyc.edu right away.

**STUDY ABROAD FORM TEMPLATE**

*(all fields are required unless otherwise stated)*

|  |
| --- |
| **Course prefix (e.g. *MC 2XX*):** |
| **Title of course:** |
| **Author(s):** |
| **Department(s)**: |
| **Date submitted:** (*semester/year*) |
| **# of credits:** |
| **# of lecture hours/week:**  **# of studio or lab hours/week:** |
| **Prerequisite(s):**  **Co-requisite(s):** |
| **Term:** |
| **Suggested Gen Ed and/or Minor designation:** *(optional)* |
| **Catalog Description:** (*50-word max*) |
| **Course Description**: |
| **Student Learning Outcomes: *(5-7 suggested. See guidelines here:*** [***http://www.fitnyc.edu/ire/student-assessment/resources.php***](http://www.fitnyc.edu/ire/student-assessment/resources.php)***) Note:*** See the Study Abroad Learning Outcomes developed by the Study Abroad Advisory Council and select all that apply to include in the Student Learning Outcomes)  Upon completion of this course, students will be able to: |
| **Study Abroad Learning Outcomes: (select all that apply)**  Students will: |
| **Required materials or texts (to be updated as needed):** |
| **Grading Method/Evaluation:** *(with percentages; must total 100%)* |
| **Units/Weeks of Study and hours** *(please list the number of each unit, name of each unit, and hours per unit. Add rows as needed)*  If this course will be offered both on campus at FIT and internationally, include contact hours for both venues.   |  |  |  | | --- | --- | --- | | **Unit #** | **Unit Name** | **Hours** | |  |  |  | |  |  |  | |  |  |  |   Please edit or add the SUNY contact hours based on international field work with the faculty (e.g. industry, museum or historical site visits) as well as in-class seat time.  **Itinerary Abroad**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Day (e.g.)** | **Location** | **Unit Name** | **Hours** | **Class Number** | | Prior to Trip | FIT | Orientation and Introduction | 4 hours | 1 | | Day 1 |  |  |  | 2 | | Day 2 |  |  |  | 3 | | Day 3 |  |  |  | 4 | |
| **Unit Descriptions:** *(Please describe in detail what topics will be covered in each unit or week. Specific assignments are not necessary unless they aid in understanding the unit.)* |
| **Bibliography *(25 entries max. See citation styles here http://www.fitnyc.edu/writing-studio/guides/citing.php:)*:** |
| **Other notes regarding course:** *(optional)* |