

PROPOSAL FOR SHORT-TERM FACULTY-LED STUDY AWAY PROGRAM

To initiate a Study Away Short-Term Program, a faculty member must submit the **Curricular Proposal (Section I)**, **Budget (Section II)**, and **Emergency Plan (Section III)** to the Study Away Director via email attachment to elizabethstrong@missouristate.edu. The proposal must be approved by the faculty member's dean and department head and approvals emailed to the Study Away Director. After the dean and department head approvals are received, Study Away Programs will review all components of the proposal. Upon approval of a proposal, the faculty member will receive an email letter of confirmation from the Study Away Director.

Within 30 days of the completion of the short-term program, a full **Study Away Report (Section IV)** must be submitted to the Study Away Director.

I. CURRICULAR PROPOSAL

1. Name(s), department(s), title(s), and contact information of Program Director(s):
2. Title of program:
3. Course number(s) and names(s); number of credit hours earned by participants:

Include the various options available to students. For example, does the course offer credit through more than one academic department? Are both undergraduate and graduate credit available?

Please note that all academic credit earned from a foreign institution and reported to Missouri State University on an official transcript will be evaluated by the Study Away Office in collaboration with the Program Director; grades will be recorded as pass or non-pass transfer credit. All academic credit from a Missouri State University class will be applied as Missouri State University credit.

4. Travel dates:
5. Countries and cities to be visited:
6. Course objectives:
7. Purpose of travel component:
8. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components:

Include date, location, lecturers, general subject matter to be covered, examinations, etc. One hour of credit for a lecture course requires 750 contact minutes (12.5 hours). Thus, two hours of credit require 1,500 contact minutes (25 hours), and three hours of credit requires 2,250 contact minutes (37.5 hours). Contact minutes occur before, during and after travel and may include lectures by the Program Director(s), class discussions and supervised cultural activities. Lectures by experts in the countries visited are especially encouraged.

Laboratory courses require 1500 contact minutes (25 hours) for one semester hour of credit. If creating a course that combines lecture and laboratory time, an appropriate combination of the two systems is necessary (e.g. for a three-credit course which combines lecture and laboratory, 1500 contact minutes could be spent in lecture, and another 1500 minutes would be needed for laboratory work). See <http://www.missouristate.edu/registrar/catalog/credithours.html>

9. Discuss how student performance will be evaluated:

One of the following, or a combination thereof, must be included to indicate the basis of the grade to be given at the end of the program. If both undergraduate and graduate credit are available, explain what additional course work will be required for graduate credit.

- a. Examination(s): A general idea of material to be covered and approximate test dates
- b. Paper(s): General criteria and approximate due dates
- c. Projects: If projects or presentations are to be used in place of or in addition to exams and papers, a general description of the project and a statement of how it would be graded are necessary, along with approximate due dates.
- d. Reflection: This is an important component that will help students distinguish their study away experience from a vacation. Reflection may occur in many formats, including group discussion and journaling. Reflection assists students in their learning processes and fosters cultural competence.

10. Required text(s), including title, author, and ISBN if possible:

11. Proposed travel itinerary:

12. Total program cost: \$

What is and is not included, based on the Estimate of Student Costs in **Section II: Budget**:

13. Lodging arrangements:

Please indicate type of lodging (hotel, local host homes, university dorm, etc.) and whether cost is based on single, double, triple or quad accommodations. Students will room with same-gender students. Program Directors will room separately from students. Any changes in lodging arrangements after the proposal has been approved must be authorized by the Study Away Director.

14. Name of and contact information for travel agent (if any):

15. Minimum/maximum number of student participants required:

The minimum number of student participants needed for the program is based on the Program Director's compensation (salary + benefits). Download the "Calculating Faculty Pay and Minimum Number of Students..." document at <http://international.missouristate.edu/studyaway/73013.htm>. The maximum number of participants is that which safely can be accommodated on the travel component of the program.

16. Application procedure, including deadlines, prerequisites, and whether the program is available to students outside of your academic department:

NOTE: All short-term study away program participants are assessed the Missouri Resident tuition rate, even if the student is not a MO resident. All program applications must be signed by the Program Director. Original applications are held in the Study Away Office.

Missouri State University Study Away Programs

For MSU Students: All programs require a non-refundable deposit of 15% of the total program cost, which will be billed to the students' University accounts upon application. Student accounts will be billed for the balance of the program cost according to a schedule to be determined in consultation with the Study Away Accounting Specialist and published in the program flyer. Program fees must be paid in full before travel commences. Students with pending financial aid awards may provide documentation of forthcoming funds to the Study Away Office to confirm future payment of fees. Course tuition will be billed to students' University accounts and will be due according to their University payment plans.

For Visiting Students (non-degree-seeking students, including students enrolled at another institution, post-baccalaureate students, and other interested community members): Visiting students must submit their 15% non-refundable deposit (by check or money order) to the Study Away Office by the application deadline in the program flyer. Payment (by check or money order) for the balance of program fees is due to the Study Away Office by the date listed in the program flyer. Course tuition will be billed by the University. All fees must be paid in full before travel commences. Non-MSU students should complete the "Study Away Enrollment Form for Visiting Students"; they do not need to complete an MSU Application for Admission or pay an admission fee.

17. Cancellation procedure, including refund protocol:

If the program is canceled due to lack of participants, students will receive a full refund of all monies paid. If a student wishes to withdraw from the program for any reason, s/he must submit a written notification of withdrawal to the Program Director and the Study Away Director; the date of withdrawal will be the date the notification is received by the Study Away Office. The 15% deposit and any monies already spent on behalf of the student wishing to withdraw will not be refunded. Additional monetary penalties for withdrawal will be outlined in the program flyer. Once the program has started, students withdrawing receive no refund under any circumstances. Any plans by a participant not to travel and return with the group must be submitted in writing to the Program Director and the Study Away Office.

18. Teaching credit requested (indicate the teaching credit hours to be assigned to the proposal and the semester in which credit is to be received):

19. Marketing plans:

NOTE: The Program Director is primarily responsible for recruiting participants for his/her program. Program marketing may include departmental and/or dedicated program websites, social media, newsletters, posters, classroom announcements, student organizations, informational meetings and other events. All marketing materials must include the statement "Missouri State University is an EO/AA institution."

The Study Away Office will create a program flyer in collaboration with the Program Director, and will support his/her promotional efforts through the Study Away website, Study Away Fairs, Study Away 101 meetings, ads in The Standard campus newspaper, etc.

20. All components of this proposal must be approved by the Program Director's dean and department head. Approval should be sent via email to the Study Away Director <elizabethstrong@missouristate.edu>.

See the "Developing a Short-term Faculty-led Study Away Program" page at our website: <http://international.missouristate.edu/studyaway/73013.htm> .

II. BUDGET

All program budgets will be reviewed and approved by the Study Away Office. Program Directors are reminded that they **do not** have permission to make purchases or incur financial obligations on behalf of the proposed study program without the approval of the Study Away Office. Each Program Director is responsible for submitting his/her Travel Expense Report to the Study Away Office within 30 days of the last day of travel.

Please fill out the following budget worksheet to determine program costs:

ESTIMATE OF FACULTY COSTS:

ITEM	COST
Airfare	\$
Land transportation	\$
Lodging	\$
Meals	\$
Operations	\$
Other <i>(please list)</i>	\$
Total Faculty Cost	\$

Total Faculty Cost ÷ minimum number of student participants needed = \$ _____

The minimum number of student participants needed to make the program financially viable is based on the faculty member's salary calculation. See "Calculating Faculty Pay and Minimum Number of Students" at <http://international.missouristate.edu/studyaway/73013.htm>. The salary and student numbers will be confirmed by Study Away Programs according to the salary policy.

ESTIMATE OF STUDENT COSTS:

ITEM	COST
Airfare <i>(Note: If students are not traveling as a group, airfare is not included here. It will be a separate expense.)</i>	\$
Land transportation	\$
Lodging	\$
Meals <i>(Note: If meals are not included in the program cost, they should not be included here. They will be a separate expense. You may choose to include some, but not all, meals.)</i>	\$
Expenses related to admission, supplies, etc.	\$
Faculty expense per student (from calculation above)	\$
Other <i>(please list)</i>	\$
Study Away Student Fee, incl. ISIC card & insurance	\$ 75.00
Total student cost	\$

III. EMERGENCY PLAN

Please see an example of an approved emergency plan at:
<http://international.missouristate.edu/studyaway/126641.htm>

1. Site assessment:
2. Transit to site:
3. Local medical capacity:
4. Most likely health risks:
5. Preparation prior to departure:
6. Emergency plan:
7. U.S. Embassy contact information:
8. Address of local law enforcement:

IV. STUDY AWAY REPORT

Within 30 days of the completion of the short-term program, a full report with completed appendices must be submitted via email to the Study Away Director at elizabethstrong@missouristate.edu. Supporting documentation may be submitted to the Study Away Office. Please use the following format:

1. **Title, location and dates of program; name(s) of instructor(s):**
2. **Purpose of program:** Note relation of the program to department, college and University missions.
3. **Description of the program:** Write a brief description of the program, listing significant events and including such information as transportation and lodging arrangements, cost, brief description of daily routine, site(s) visited, etc.
4. **Results and success of the program:**
 - a. Discuss the distinctive features that contributed to success in reaching program objectives.
 - b. Discuss any shortcomings of the program, as well as the participants' perceptions, impressions and misgivings.
 - c. In the academic/educational component of the program, did you accomplish what you outlined in your proposal? Include such points as evaluation criteria and other course requirements, pre-departure and post-return lectures and meetings, overall student performance, etc.
 - d. In what ways did the program depart from your original proposal?
5. **Faculty evaluation, conclusion, and recommendations of program:**
 - a. Write your personal evaluation of the overall success of the program. Include unexpected problems (such as medical emergencies) and how they were handled, whether or not participant expectations were fulfilled, etc.
 - b. Note two or three strengths of the program that might be repeated in future programs.
 - c. Note two or three challenges or weaknesses that could be changed in future programs.
 - d. Based upon your experience, define ways to solve problems that seem to be characteristic of foreign study programs.
 - e. Include a description of program publicity.
6. **Number and names of participants:**