



Award for Excellence in Study Away Programming

Call for Nominations

Missouri State University Study Away Advisory Committee (SAAC) seeks to recognize MSU faculty who demonstrate excellence in developing and leading short-term study away programs, defined as credit-offering programs of eight weeks or less.

Selection of the recipient will be based on demonstration of the *Standards of Good Practice for Short-Term Education Abroad Programs** developed by the Forum on Education Abroad, in the provision of study away courses. The Forum serves as the standards-setting organization for the field of education abroad.

The distinction and recognition in receiving this award conveys to faculty, staff members, and the University community as a whole the value of providing excellence in short-term study away programming.

Any faculty member who has led a short-term study abroad program is eligible to be nominated for this award. *SAAC members may not submit nominations.*

Award Features

- *The award will be presented at the All Faculty Recognition Reception on May 6, 2013*
- *The recipient will receive a trophy, along with permanent recognition on a plaque in the Study Away Programs Office*
- *The recipient will receive \$1,500 in professional development funds*
- *The recipient will participate in campus activities promoting excellence in short-term study away programs*

Award Nomination and Selection Process Timeline

Submission of Nominee Names	Due December 7, 2012
Submission of Letters of Recommendation	Due January 31, 2013
Submission of E-mail Endorsement from Nominee's Department Head & Dean	Due February 8, 2013
SAAC Review of Nominations & Selection	March 26, 2013
Notification of Award Recipient	April 4, 2013
Presentation of Award	May 6, 2013 All Faculty Recognition Reception

* <http://www.forumea.org/documents/ForumEA-StandardsGoodPractice2011-4thEdition.pdf>



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Award Criteria

The Study Away Advisory Committee (SAAC) has adopted the *Standards of Good Practice for Short-Term Education Abroad Programs**, developed by the Forum on Education Abroad, for guidance in identifying those areas of skill and characteristics demonstrated by the nominee that led to the nomination of this individual.

Overview of Standards of Good Practice for Short-Term Education Abroad Programs

1. Student Learning and Development

- A. Learning Outcomes:** The program fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, site, and program goals.
- B. Student Development:** The program provides opportunities that encourage student development (e.g., leadership skills, service orientation, maturity, tolerance for ambiguity, growth in cultural awareness).

2. Academic Framework

- A. Curricular Integration:** The program is designed to fulfill a graduation, general education, or major requirement.
- B. Academic Coursework:** The program is academically rigorous and provides an interculturally enriching learning experience.

3. Organizational and Program Resources

- A. Personnel - Academic:** The Program Director has the qualifications, knowledge, and an appropriate level of commitment and engagement to support the curriculum and the student learning environment both inside and outside the classroom. The Program Director effectively demonstrates that he/she understands that, especially for short-term programs, the entire experience in the host culture forms the class.
- B. Student Housing:** Students are housed in safe, clean, and culturally appropriate lodgings, and are provided with appropriate orientation to their housing situation.
- C. Environmental and Cultural Responsibility:** The Program Director has organized the program in a way that considers and responds to local environmental, economic, and cultural consequences of its presence in the design and management of the program.

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4. Health, Safety, and Security

A. Local Resources: The Program Director has contact information at the location to assist with emergencies and health and safety issues, including the police, U.S. overseas representatives, physicians, hospitals, and mental health professionals.

B. Supervision: The program has sufficient on-site staff to manage a crisis and provide support in case of emergencies.

5. Ethics and Integrity

A. Marketing: The program is marketed precisely and truthfully.

B. Cultural Sensitivity: The program acts with sensitivity to and respect for differences between local cultural norms and those of the home culture.

1. The Program Director is aware of the economic, social, and environmental impact of the program on the local community. He/she endeavors to create a relationship that is mutually beneficial and to minimize any negative effects on the host society.
2. The Program Director provides effective orientation of students, faculty, and staff so that they are aware of applicable host and home country ethical and legal practices and understand the host society, in order to avoid actions that negatively impact that society or the image of the host country.

Please note: *Not all of these criteria will apply to every program in the same way. A traveling program, for instance, will have different housing issues than a stay-in-place program.*

* <http://www.forumea.org/documents/ForumEA-StandardsGoodPractice2011-4thEdition.pdf>

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Nomination Procedure

Submission of Names of Nominees

Deadline: December 7, 2012

Complete the simple **Nomination Form** (attached) and submit to Elizabeth Strong, Director of Study Away Programs (*contact information below*).

Two Letters of Recommendation

Deadline: January 31, 2013

Following receipt of the Nomination Form, the Study Away Advisory Committee (SAAC) will request that the nominator submit two Letters of Recommendation. One letter should be from the nominator and the second letter from an individual familiar with the short-term study away program that the nominee was involved in providing (e.g. faculty or staff colleague, student, administrator, study abroad site colleague). Letters of support should reflect those areas of the *Standards of Good Practice for Short-Term Education Abroad Programs** with which the nominator is familiar and address how the nominee exemplified excellence in these areas. SAAC recognizes that nominators may not be knowledgeable about every aspect outlined in the *Standards*.

Department Head & Dean Endorsement

Deadline February 8, 2013

Study Away Programs will contact the nominees' department head and dean to solicit an endorsement, based upon the two Letters of Recommendation. The request will include a statement indicating how the short-term study away program the nominee led exemplifies excellence in light of the Forum on Education Abroad's *Standards of Good Practice for Short-Term Education Abroad Programs**.

Paper submissions may be sent to:

Elizabeth Strong
Director, Study Away Programs
Jim D. Morris Center, Suite 404
301 S. Jefferson Ave.
Springfield, MO 65806

Electronic submissions should be sent to elizabethstrong@missouristate.edu.

Please note: Electronic documents should be in a readily available format, such as Microsoft Word or Adobe PDF. Forms requiring a signature or originating as paper copies may be scanned or may include electronically reproduced signatures.

* <http://www.forumea.org/documents/ForumEA-StandardsGoodPractice2011-4thEdition.pdf>



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Nomination Form

Deadline for names of nominees:
December 7, 2012 at 5 p.m. CST

Do you know someone who has demonstrated excellence in developing and leading a short-term study abroad program?

The Missouri State University Study Away Advisory Committee (SAAC) seeks to recognize these outstanding faculty members for fostering **community engagement, cultural competence and ethical leadership** in fulfillment of the University's Public Affairs Mission through their leadership in study abroad programming.

Any faculty member who has led a short-term study away program (defined as a credit-offering program of eight weeks or less) is eligible to be nominated for this award. *SAAC members may not submit nominations.* Selection of the recipient will be based on guidelines set by the Forum on Education Abroad's *Standards of Good Practice for Short-Term Education Abroad Programs*.*

Nominee Name _____

Title _____

Email _____

Nominator Name _____

Phone Number _____

Email _____

* <http://www.forumea.org/documents/ForumEA-StandardsGoodPractice2011-4thEdition.pdf>