**Proposal for Domestic SHORT-TERM Faculty-Led
STUDY AWAY PROGRAM**

To initiate a Domestic 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 . Study Away staff will review the proposal and provide feedback to the faculty member. If revisions are necessary, the faculty member must resubmit a revised proposal for a second review. When the proposal has been approved by Study Away Programs, the faculty member will be asked to send the final proposal to his/her dean and department head for approval. The faculty member will ask his/her dean and department head to send a note of approval to the Study Away Director. Upon all approvals 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):

1. Title of program:
2. 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?*

*All academic credit from a Missouri State University class will be applied as a Missouri State University credit. If credit is to be earned through taking classes at a domestic university, credit will be evaluated by the Study Away Office in collaboration with the Program Director; grades will be recorded as grade-based transfer credit.*

1. Travel dates:
2. States and cities to be visited:
3. Course objectives:
4. Purpose of travel component:
5. 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 states and cities 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*](http://www.missouristate.edu/registrar/catalog/credithours.html)

1. 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.*

* 1. *Examination(s): A general idea of material to be covered and approximate test dates*
	2. *Paper(s): General criteria and approximate due dates*
	3. *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.*
	4. *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.*
1. Required text(s), including title, author, and ISBN if possible:
2. Proposed travel itinerary:
3. Total program cost: $

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

1. 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.*

1. Name of and contact information for travel agent (if any):
2. 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.*

If more than one faculty member leads the short-term program and is listed as an instructor, please consider these salary options:

1. *The salary calculation will be based on the number of students enrolled in the course(s) taught by each faculty member;*
2. *The total number of tuition-paying students will be divided equally between the faculty members in the salary calculation;*
3. *The total number of tuition-paying students will be divided on a percentage basis between the faculty members in the salary calculation. If this method is chosen, please list the faculty members below, along with the percent of students that will be credited towards their salary calculation:*

By submitting a short-term study away proposal, the faculty member agrees to the salary calculation formula.

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

*Students will complete an on-line application through the Study Away online application system. All applicants must be approved by the Program Director through the online application system. After the application deadline, the program fee will be billed to the student’s university account.*

*For MSU Students: All programs require a non-refundable deposit of 15% of the total program cost. This cost will be included in the program fee billing. Program fees must be paid in full by the appropriate deadline below. 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 the University payment plan.*

*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 the cost of the program within the Study Away Storefront by the application deadline. Course tuition will be billed by the University and is paid at the Bursar’s Office or online at* [*https://my.missouristate.edu/cp/home/loginf*](https://my.missouristate.edu/cp/home/loginf)*. All fees must be paid in full by the appropriate deadline. Non-MSU students should complete the “Study Away Enrollment Form for Visiting Students.” Those students do not need to complete an MSU Application for Admission or pay an admission fee.*

*All short-term study away program participants are assessed the Missouri Resident tuition rate, even if the student is not a MO resident.*

*Application deadlines:*

*Spring Break programs – January 5, 2016*

*Programs departing in May – March 1, 2016*

*Programs departing in June, July and August – April 1, 2016*

*Programs departing in December and January – November 1, 2016*

*Payment deadlines:*

*Spring Break programs – February 1, 2016*

*Programs departing in May – April 1, 2016*

*Programs departing in June, July and August – May 1, 2016*

*Programs departing in December and January – December 1, 2016*

1. Cancellation procedure, including refund protocol:

*If the program is canceled due to lack of participants, students will receive a full refund. If a student wishes to withdraw from the program for any reason, s/he must submit the Withdrawal Request Form 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 non-refundable 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 on the program flyer. Once the program has started, students withdrawing will 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 Director.*

1. Teaching credit requested (*indicate the teaching credit hours to be assigned to the proposal and the semester in which credit is to be received*):
2. 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.*

*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.*

1. 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 <mailto: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 two weeks of the last day of travel.

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

**Estimate of faculty costs:**

|  |  |
| --- | --- |
| Airfare | $ |
| Land transportation  | $ |
| Lodging | $ |
| Meals | $ |
| Operations | $ |
| Other *(please list)* | $ |
| **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 Compensation and Minimum Number of Students” at* [*http://international.missouristate.edu/studyaway/73013.htm*](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:**

|  |  |
| --- | --- |
| Airfare *(Note: If students are not traveling as a group, airfare is not included here. It will be a separate expense.)* | $ |
| Land transportation | $ |
| Lodging | $ |
| Meals *(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.)* | $ |
| Expenses related to admission, supplies, etc. | $ |
| \*Reflection Journal | $ 12.00 |
| Faculty expense per student (from calculation above)  | $ |
| Other *(please list)* | $ |
| [Board approved](http://www.missouristate.edu/assets/financialservices/2015-2016-FeeRes-Updt.pdf) Study Away Processing Fee | $ 100.00 |
| **Total student cost** | **$** |

*\*The Reflection Journal is an optional expense. Study Away will print these journals on behalf of the program director if s/he wishes to include them in her/his program.*

**\*\* Please Note:** *Students must certify by their online signature of the Short-Term Faculty-Led Domestic Program Hold Harmless waiver that they have health care coverage and will continue to have such coverage throughout the length of this program. Students and faculty members agree that they are solely responsible for all costs for medical care not covered by their health insurance.*

**III. EMERGENCY PLAN**

1. Domestic site assessment:
2. Transit to site:
3. Local medical capacity:
4. Most likely risks:
5. Preparation prior to departure:
6. Emergency plan:
7. Address of local law enforcement:

**IV. STUDY AWAY REPORT**

*Within 30 days of the completion of the program, a full report with completed appendices must be submitted via email to the Study Away Director* elizabethstrong@missouristate.edu *. Supporting documentation may be submitted to the Study Away Office. Should you be nominated for a Study Away Faculty Award for Excellence, your Final Report will become part of your nomination package. Please use the following format:*

1. **Title, location and dates of program; name(s) of instructor(s):**
2. **Purpose of program** and its relation 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**:
5. Describe your program’s academic coursework and how it integrated into the learning environment. How did you utilize host community resources? Did your use of host resources take into account environmental responsibility? If your program incorporated pre-departure or post-return assignments or presentations, how did these reinforce the study away learning experience?
6. Describe how the program raised cultural awareness/sensitivity and promoted student immersion in the host culture, taking into account cultural, socioeconomic, and other regional differences within the United States.
7. Describe program features that fostered community engagement, such as a service-learning component, survey, or other interactive project with the host community.
8. Briefly recap course requirements and evaluation criteria. Discuss overall student performance and specific learning outcomes of your program. How well did it fulfill the course objectives outlined in your proposal? What features contributed to this?
9. In what ways did the program depart from your original proposal? Were there any unexpected learning outcomes?
10. Discuss any shortcomings of the program, as well as the participants’ perceptions, impressions and misgivings.
11. What tools (such as reflection journals) were utilized to guide and document your students’ personal development through their participation in this program?
12. **Faculty evaluation, conclusion, and recommendations of program**:
13. 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.
14. Note two or three strengths of the program that might be repeated in future programs.
15. Note two or three challenges or weaknesses that could be changed in future programs.
16. Based upon your experience, define ways to solve problems that seem to be characteristic of domestic site study programs.
17. Include a description of program publicity.
18. **Number and names of participants**: