

## PROPOSAL TEMPLATE FOR 2018 SHORT TERM FACULTY-DIRECTED STUDY AWAY PROGRAMS

To initiate a Study Away Short-Term Program, a faculty member must submit an **Academic Proposal (Section I)**, **STFD Budget Proposal (Section II)**, and **Emergency Plan (Section III)** to the Study Away Programs Director via email attachment to [elizabethstrong@missouristate.edu](mailto:elizabethstrong@missouristate.edu). Study Away Programs staff will review the proposal and provide feedback to the faculty member. If revisions are necessary, the faculty member must submit 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 Programs Director. Upon all approvals of the proposal, the faculty member will receive an email letter of confirmation from the Study Away Programs Director.

Within 30 days of the completion of the short-term program, a full **Study Away Report** must be submitted to the Study Away Programs Director via email attachment to [elizabethstrong@missouristate.edu](mailto:elizabethstrong@missouristate.edu)

### I. ACADEMIC PROPOSAL

1. Title of program:
2. Name(s), department(s), title(s), and contact information of Program Director(s):
  - a. Will the program director travel with the participants? Yes/No.
  - b. If no, who will accompany the participants?
3. Dates of Travel:
4. Cost of Program: *See Budget Worksheet, Tab 3: Overall Program Fee*
5. Course Offerings:
  - a. Course number(s) and name(s), number of credit hours assigned to each course, instructor of record for each course (See appendix A, Course Selection):
  - b. Maximum number of credits in which a participant may enroll:  
**Note:** Office of the Registrar's [University policy Op3.04-39](#) requires students and community members **must be enrolled** in a course in order to participate in a Study Away program. Partners and dependents under the age of 18 are exempt from this policy, per General Counsel.
  - c. Course objectives:
  - d. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components (See Appendix B, Course Outline):
  - e. Required text(s), including title, author, and ISBN if possible:
  - f. Discuss how participant performance will be evaluated (see Appendix C, Participant Evaluation):  
**Note:** Office of the Registrar's [University policy Op3.04-33](#) regarding Incomplete grades allows instructors to shorten or lengthen that amount of time when they are assigning the incomplete grade at the end of the term. Students graduating at the end of term will have a shorter deadline
6. Minimum GPA required for applicants:  
**Note:** If a GPA greater than 2.0 is not listed, Study Away will default to 2.0 minimum GPA.

7. Application deadlines and courses will be applied according to the departure dates of programs:

<b>Please mark program travel dates with an X</b>	<b>Program Departure Dates</b>	<b>Term Classification</b>	<b>Application Deadline</b>	<b>Payment Deadline</b>
	December 1-January 31	Fall	1-Oct	30-Nov
	March 1-31	Spring Break	1-Nov	31-Jan
	May 1-31	Spring	1-Dec	28-Feb
	June 1-August 31	Summer	1-Mar	30-Apr

8. Minimum/maximum number of participants required (See Appendix D, Participant Numbers): *See Budget Worksheet, Tab 2: Faculty Min Number*
9. If partners or dependent family members will participate in program, list their names, dates of birth, and country of citizenship for processing purposes, including insurance and STEP registration.
10. Cities, States and/or Countries to be visited:
11. Purpose of travel component:  
**NOTE:** No one knows the program better than you. Make your passion and excitement for the program show in this description. This will be used on your marketing materials. Max 150 characters)
12. Proposed travel itinerary:
- a. If you have provided a detailed itinerary, would you like Study Away to create a multiple page itinerary?

<b>Date(s)</b>	<b>Location and/or Activity:</b>

13. Lodging arrangements (See Appendix E, Lodging Information):
14. Name and contact information for travel agent or third party vendor (if any), e.g., Contemporary Tours, EF Tours, ISA:

By submitting this proposal, faculty agree to the responsibility of researching and securing any necessary visas to the intended country(s) of travel before the departure date—including any countries where a layover may occur—just as participants are held responsible for researching and securing any necessary visas for their academic programs abroad. If a faculty member fails to secure the necessary visas prior to the programs departure date and incurs additional travel fees to accompany the program, the faculty director will be personally responsible for those costs.

Please refer to Appendix F for Application Procedures and Policies.

## II. BUDGET

Please complete the separate STFD Budget Proposal to determine your program costs per participant. **The STFD Budget Proposal must be submitted when your academic proposal is submitted.**

## III. EMERGENCY PLAN

1. Site assessment:
2. Transit to site:
3. Local medical capacity:
4. Most likely health risks:

**NOTE:** The [CDC's Traveler Website](#) is a valuable resource for vaccinations and the [State Department's Website](#) will provide you with detailed security information.

5. Preparation prior to departure:
6. U.S. Embassy contact information (Omit if Domestic):
7. Email and physical address of local law enforcement (See Appendix G, Clery Reporting):
8. Faculty Cell Number (only used in emergency by Study Away Director):

# Appendix

## I. ACADEMIC PROPOSAL

### A. COURSE SELECTION

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

If you wish to teach UHC 350 Honors Study Away, the application to teach an Honors College course is found under the heading Resources for Program Directors [Preparing to Submit a Proposal](#). Honors College faculty members will be paid \$300 per enrolled participant up to a maximum of \$1,200. Faculty members may request to receive a cash stipend or request that the appropriate sum is transferred to their home department. Honors College must complete a PAF form for professors requesting the cash stipend. Honors College compensation will be in addition to the Study Away compensation. See Appendix D for The Study Away compensation formula.

All academic credit from a Missouri State University course will be applied as Missouri State University credit and will be graded on the letter (A to F) scale. 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 from a foreign institution will be recorded as pass or not-pass transfer credit.

### B. COURSE OUTLINE

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). According to the [Office of the Registrar Credit Hour Policy](#), 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.

### C. PARTICIPANT EVALUATION

One of the following, or a combination thereof, must be included to indicate the method(s) of determining final grades at the conclusion 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 participants in their learning processes and fosters cultural awareness.

#### D. PARTICIPANT NUMBERS

The minimum number of course participants needed for the program is based on the Program Director's compensation (salary & benefits). Please see Study Away's webpage on [Compensation Formula and Policy for Short Term Programs](#) for Faculty, Per Course, and Instructor compensation policies. The maximum number of participants is that which safely can be accommodated on the travel component of the program as determined by the faculty director.

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

- a. The salary calculation will be based on the number of participants enrolled in the course(s) taught by each faculty member;
- b. The total number of tuition-paying participants will be divided equally between the faculty members in the salary calculation;
- c. The total number of tuition-paying participants 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, along with the percent of participants that will be credited towards their salary calculation in the course listings in question 5a.

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

#### E. LODGING INFORMATION

Please indicate the type of lodging (hotel, local host homes, university dorm, etc.). By indicating what type of housing you will provide, this will enhance your program's visibility on our program search feature.

#### F. APPLICATION PROCEDURES AND POLICIES

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

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

**For Visiting Students or Guests** (non-degree-seeking students, including students enrolled at another institution, post-baccalaureate students, and other interested community members): Visiting students must pay the entire cost of the program through the Study Away Storefront by the payment deadline. Course tuition will be billed by the University and is paid at the Bursar's Office or [online](#). Non-MSU students should complete the "Study Away Enrollment Form for Visiting Students" found on their online application. These students do not need to complete a degree seeking MSU Application for Admission or pay an admission fee.

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 15% non-refundable fee,

the IP Academic Fee and any monies already spent on behalf of the student wishing to withdraw will not be refunded. Once the program has started, students withdrawing will receive no refund under any circumstances. It is the responsibility of a participant to notify their Program Director and Study Away Accounting Specialist if they do not plan to accompany the group travel itinerary. The Program Director must approve these plans.

**G. CLERY REPORTING**

Nota bene, the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) requires U.S. colleges and universities who participate in Title IV federal student financial aid programs to disclose information about crime on and around their campuses, or in off-campus facilities as described by the Act. MSU's Study Away office obtains a police report from the country/locale where each short-term faculty-directed program has controlled, i.e., rented, housing space. Thus, each Study Away program director is required to provide the email and physical address of the local law enforcement of each city of the planned program.