

Faculty-led Study Abroad Call for Abstract Proposals 2020/21

All faculty-led programs administered by the Office of International Engagement (IE) in partnership with MSU academic units and colleges must be credit-bearing. Any faculty member who wishes to partner with IE to lead a program overseas must submit a proposal and be approved by the Office of International Engagement and adhere to the policies and procedures regarding faculty-led programs.

The Office of International Engagement (IE) is committed to furthering international education and the global citizenship of Montclair State University students through study abroad programs of all types and lengths. Faculty-led short term study abroad programs provide a unique experience for students and faculty to explore a topic or question through comparative inquiry and experiential perspective building in an international setting. With this goal in mind we invite Faculty to submit abstract proposals and work with IE staff to imagine and develop programs rich in educational opportunity for the 2020/21 academic year.

GUIDELINES

Programs will be evaluated and approved with special attention to educational aim, safety, operational simplicity and cost effectiveness and in accordance with the strategic direction of the University. Proposals therefore must meet the following guidelines:

- 1) The safety and security of all participants must be central to the planning and management of the experience. Proposed destinations with a Level 4 US Department of State Alert will not be approved. Destinations designated at Level 3 will be subject to additional review. Visit www.travel.state.gov to view specific country details.
- 2) Academic department(s) and college(s) are responsible for reviewing faculty eligibility to lead programs and endorsing all academic components of the proposed program including course subject matter, instructional methods, syllabus, and contact hour requirements prior to submission to IE. Please refer to the Department Chair/College Dean Proposal Review Guidelines for more information.
- 3) The destination must be integral to the academic content and provide meaningful interaction with the host country and people. The planned experiences and selected activities must be consistent with the mission of the sponsoring department and the strategic direction of the University.

- 4) All program participants must enroll and receive academic credit for the program and the number of credits may not vary among enrolled students.
- 5) Programs must be affordable and accessible for students.
- 6) Faculty must be full-time tenured, or tenure-track faculty. Instructional Specialists will also be eligible if their contract allows. Adjunct faculty are not eligible to participate on programs.
- 7) For the sake of the safety and well-being of the group and to assist with in-country coordination and decision-making, program applications should indicate an intention to use a two-leader arrangement unless the program is a Summer School Abroad program offered in partnership with an institution or organization that offer comprehensive in country support for students and faculty.
- 8) All MSU faculty-led study abroad programs are wholly self-supporting. All costs of offering the program, including faculty travel expenses and per diem but excluding faculty salary, must be covered by the program fee charged to the students. Regular MSU tuition and fees are charged for faculty-led study abroad programs. Efforts must be made to keep costs to a minimum without jeopardizing the quality of the program. IE is responsible for setting program budgets and determining the final program cost to students.
- 9) Programs must meet all requirements of the Montclair State University Faculty-led Study Abroad Programs Policy.

Preference will be given to programs that meet the following criteria:

1. Are interdisciplinary and collaborative in nature.
2. Faculty are strongly encouraged to develop programs that explore countries outside of Western Europe in particular Africa, Canada, and Latin America.
3. Offer unique experiences and outcomes not already available through individual student mobility programs offered to students through Montclair State summer or semester study abroad programs.

COURSE REQUIREMENTS

- 1) MSU courses offered abroad must be of comparable academic rigor to those offered on campus. The number of credits associated with the program should be based on the number of contact hours. Contact hours may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted prior to, during, and/or after the in-country program dates. Contact hours should not include travel to and from the destination.
- 2) Courses being taught on faculty-led programs must meet the learning objectives indicated in the university approved syllabus. Adaptations to the course outline, learning activities, and assignments may be made with the approval of the

department chair(s) and college dean(s) to reflect the international context in which it will be taught and to ensure the content is applicable to the host country/region. The proposal should indicate how the proposed learning activities meet the course objectives.

- 3) Course(s) offered abroad must be relevant to the host country/region and taught in context.

ABSTRACT REQUIREMENTS

Abstracts must be approved by the Department Chair(s) and College Dean(s) before submission to the Office of International Engagement. If an abstract is approved by IE then a full program outline and tentative itinerary must be developed, in collaboration with IE staff, for final approval by the Department Chair, Dean, Associate Provost International Engagement and the Office of the Provost.

PROPOSAL TIMELINE & DEADLINES

Proposal Abstracts	February 15
IE abstract feedback to faculty	March 1
Detailed proposal due	April 1
Programs Approved	May 1
Programs published by IE	September 5 (June 15 for Winter Session)
Student Applications Due	September 15 (Winter Session)
	November 1 (Spring Break)
	December 1 (Summer Session)

Although the deadlines may appear to be early, proposals must be received by this date in order to allow sufficient time for review, development, and student recruitment.

IF THE ABSTRACT PROPOSAL IS APPROVED, A COMPLETE DETAILED PROPOSAL WILL BE REQUESTED BY THE DUE DATE. THIS PROPOSAL WILL INCLUDE:

- ☐ Course syllabi for all courses being taught on the program that includes a tentative program schedule including anticipated topics, assignments, learning activities, and learning outcomes for the course(s) prior to, during, and after the program.
- ☐ Draft day by day itinerary. This will form the foundation for the program budget which will be prepared by IE.
- ☐ Program proposal form signed by each faculty leader/s, and their respective Chair and Dean.

FACULTY SUPPORT

The Office of International Engagement will provide comprehensive support for faculty in the development and management of faculty-led programs. IE support includes developing the program budget and setting the student program fee, working with faculty to develop the itinerary, making logistical arrangements, managing the vendor payment process, developing promotional materials and managing the application process and student payments.

Potential faculty program leaders interested in learning more about developing and leading a program are encouraged to participate in a workshops which will be offered on the following dates:

Wednesday, October 30 3pm – 4.30pm Schmitt 110

Thursday, January 23 3pm – 4.30pm University Hall 2002

Please RSVP [here](#).

If you are unable to attend a workshop, please contact Angela Cant to schedule a time to discuss the process for developing a program. IE staff are also available to attend department faculty meetings, or at other times arranged in cooperation with a college or department to discuss the faculty-led program development process.

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