Faculty Led Study Abroad Proposal

Study abroad is central to the Office of International Engagement’s mission and the University’s strategic plan. Faculty-led short term study abroad programs are designed to capitalize on the international expertise of our faculty and integrate classroom instruction and experiential learning activities into a carefully planned experience while maximizing the safety of students. Proposals for faculty-led programs should provide a rationale for conducting the course and explain how the choice of location(s) contributes to the overall education experience.

Faculty should have experience in the destination country and preferably speak the language of the country. Experience in leading student groups is helpful but not required. Faculty are required to attend a roundtable meeting annually for further training in risk management.

Faculty-led programs are enhanced by integration into the local community, including academic institutions wherever possible. Courses should have academic integrity and coherence, and instructors should give careful thought to the integration of experiential learning with course readings, lectures, site visits, independent study and research, and methods of evaluation.

The Office of International Engagement will work with faculty to create the budget and plan the itinerary.

Faculty proposing new short term study abroad programs should discuss their concept and plan with the Office of International Engagement and then submit the following form to confirm approvals from the Chair, Dean and the Office of International Engagement.

To allow sufficient time for developing new program descriptions, publicity materials, approval of courses, recruitment of students, contracting for travel services and registration and payment by students, faculty should allow one year between submitting the initial proposal and the date of travel.

Winter session programs: Proposal Submission one year prior to session

Spring Break programs: Proposal Submission one year prior to session

Summer session programs: Proposal Submission one year prior to session
Faculty Name _________________________________________________________________

Title and Department ____________________________________________________________

Destination(s) _____________________________________________________________________

___Winter Session ___ Spring Semester with Spring Break Travel ___Summer Session

Academics

Courses to be offered: _______________________________________________________________

Course(s) to be taught by local adjunct faculty:

Course(s) to be taught by host institution faculty:

Major and General Education fulfillment: ____________________________________________

Target student group: ______________________________________________________________

Current enrollments in pre-requisite or similar courses: _____________________________

Attach:

- Itinerary Draft
- Syllabus of MSU Courses to be offered
- Estimated Budget for On-site Activities (Museums, Guides, Local Transportation, etc.)

Rationale for course and destination choice:

How does this program and this destination enhance your academic program and the university’s goals for internationalization?

How would you integrate experiential learning and classroom learning in this program?

What international affiliations, if any, would be integral to this program and how would that enhance your academic program and the university’s goals for internationalization?
Faculty Expertise:

What experience and expertise do you currently have regarding the location and language for the proposed program?

Budget and enrollment permitting, a second faculty member is usually sent with each group. Do you have a particular faculty member to propose for this role, and what experience and expertise can this person contribute to the program?

Faculty Responsibility Acknowledgement

Faculty leading programs have responsibilities beyond teaching the course. Faculty Directors are expected to

- Assist with program recruiting, attending Study Abroad Fairs and Information Sessions.
- Attend a pre-departure faculty director’s roundtable training session.
- Meet with individual students for advising regarding the program and to interview and endorse their application.
- Assist with pre-departure orientation for students, providing information about daily life, cultural differences, logistics, risk management and academic expectations.
- Travel with the students to assist with US departure and arrival on site. If not returning with the students, faculty must escort students to the airport for the return flight.
- Provide informal lectures and orientations upon arrival in the host country and during field trips.
- Be “on call” and available for assistance with minor events and emergencies, in close coordination with the Global Education Center if needed.
- Live near the students to be available for emergencies as they arise.

How would you approach these responsibilities and what experiences have prepared you for such a role?
**Academic Department Role**

The Chair is the involved department(s) should be in support of the program, and will assist in promotion to students through all department faculty. The Chair should also confirm that the program supports departmental goals and does not create conflict of interest through multiple programs targeting the same student populations.

**Faculty Remuneration:**

In addition to their teaching salaries, faculty leading programs will receive roundtrip airfare, lodging, any group meals, and a coordination fee of $200 per student for 1-2 week programs and $300 per student for programs longer than 3 weeks. Lodging will vary depending on the program setting. There is no separate food stipend. Each program will include a contingency pool for activities and incidentals.

Programs that do not reach full enrollment based on the projected numbers and budget may be cancelled 60 days prior to departure.

**Acknowledgements:**

_________________________________________________________________________  __________
Proposing Faculty        Date

_________________________________________________________________________  __________
Chair         Date

_________________________________________________________________________  __________
Dean        Date

_________________________________________________________________________  __________
Office of International Engagement        Date