



FACULTY-DIRECTED EDUCATION ABROAD DOMESTIC PROGRAM PROPOSAL

www.International.MissouriState.edu/EducationAbroad/

BEFORE YOU BEGIN:

- **Review** the Education Abroad Faculty Directed Programs Quick Start Guide, the Handbook for Education Abroad Faculty Directed Programs, and/or attend the Education Abroad Faculty Directed Program Workshop.
- **Download and save** this pdf to your computer prior to completing the form below.
- Use a PDF editor (like **Adobe Reader** or **Adobe Acrobat**) to open the file on your computer.
- You **cannot** complete and save the form inside a web browser.

WHO CAN PROPOSE AN EDUCATION ABROAD PROGRAM?

Missouri State full-time tenure-track or non-tenure track faculty members may propose Education Abroad proposals. Per course instructors may apply as co-directors with a Missouri State full-time tenure-track or non-tenure track faculty who has primary fiscal responsibility for the program.

To initiate an Education Abroad program, a program director must submit their proposal, budget worksheet, and any additional course information to the Education Abroad Coordinator, **Morgan Marler**, at MorganMarler@MissouriState.edu or **Mary Tomerlin** at MTomerlin@MissouriState.edu for all COB faculty by posted deadlines.

After a proposal is submitted, Education Abroad follows the workflow below:

1. Morgan or Mary will review the proposal and work with the program director(s) to make any necessary changes.
2. Morgan or Mary will send the proposal and budget to the respective academic unit leader and dean for their review via Dynamic Forms. Any edits requested by the academic unit or college will need to be made by the program director before moving to the next step.
3. Once approved, Morgan or Mary will then submit the external course approval requests to the appropriate academic unit leader or course approver.
4. Once all program details are approved, the program director(s) will receive an official appointment email for the program, and Education Abroad or IBP will begin building the program brochure on the website.

If any major changes or course additions need to be made to the program after the approvals process has been completed, please contact Morgan for non-COB and Mary for COB.

DEADLINES:

PROGRAM DEPARTURE	PROPOSAL SUBMISSION DEADLINE
AUGUST-JANUARY	MARCH 31
FEBRUARY-JULY	JULY 31

NOTE:

Education Abroad **highly** encourages you to meet with Morgan Marler (Mary Tomerlin for COB faculty) before submitting a proposal for an Education Abroad program. Program planning should begin more than one year in advance of the program.

AGREEMENTS: *please initial each statement*

- ☐ I have reviewed the Missouri State Education Abroad Program Director Handbook.
- ☐ I have read and understand the [Code of Ethics for Education Abroad](#), under which the Office of Education Abroad operates and will abide by this Code of Ethics.
- ☐ I understand my responsibility to notify the Deputy Compliance Office at the university if I am requesting health or disability accommodations for this program.

I. PROGRAM DIRECTOR(S) INFORMATION

FULL NAME	DEPARTMENT	M NUMBER	Instructor traveling?	Currently full-time tenure or non-tenure track?	12-month employee?	Resides in the U.S.
			Yes No	Yes No	Yes No	Yes No
			Yes No	Yes No	Yes No	Yes No
			Yes No	Yes No	Yes No	Yes No

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

- The salary calculation will be based on the number of participants enrolled in the course(s) taught by each faculty member;
- The total number of tuition-paying participants will be divided equally between the faculty members in the salary calculation;
- 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 4 on page 3. The participant split will be in whole numbers only.

By submitting an Education Abroad proposal, the faculty member agrees to the salary calculation formula.

II. ACADEMIC PROPOSAL

1. Program title:

2. Sustainability:

Missouri State's Education Abroad program is committed to incorporating sustainability into each aspect of its work, from how the office functions, to events, to education abroad programming, and preparation of student travel. Please list the one or more [United Nations Sustainable Development Goal](#) which will be addressed on your program. Please review section 1.1.6: Education Abroad and Sustainability in the Education Abroad Program Director Handbook.

3. Program elements:

Please list any physical requirements that are necessary for your program (i.e., approximate number of miles walking per day, hiking, bike riding, ability to climb stairs, etc.)

II. ACADEMIC PROPOSAL, CONTINUED

4. Course offering(s):

	COURSE NAME	COURSE NUMBER	CREDIT HOURS*	INSTRUCTOR(S) OF RECORD	% OF RESPONSIBILITY IN COURSE**
COURSES WITHIN MY HOME ACADEMIC UNIT					
COURSES EXTERNAL TO MY HOME ACADEMIC UNIT*					

* Approval for these courses will be acquired from the relevant course approver. Please submit any additional documents (such as the IDS 297/397 syllabus or the UHC 350 instructor application) directly to the Education Abroad Coordinator for non-COB or the International Business Programs Director for COB.

*Credit hour options must match what is already available on the [Registrar’s course catalog](#).

**This percentage of responsibility relates to the division of compensation for the program responsibilities. See Program Director Information Section.

- Maximum number of credits in which a participant may enroll:
- Minimum number of credits in which a participant must enroll is:

NOTE: To add courses to your program after the approval process has been completed, please contact The Education Abroad Coordinator or the International Business Programs Director.

Course objectives:

Course outline:

PRE-TRAVEL CLASS SESSIONS:

A minimum of three pre-travel sessions must be held. One must address health and safety preparation and behavioral expectations. Please include those topics in one of the three sessions you list.

II. ACADEMIC PROPOSAL, CONTINUED

Post-travel class sessions:

Graded components:

Amending courses without travel component

In the event the travel component of your program is canceled due to unforeseen circumstances, please consider how you will amend your Education Abroad courses without the travel component so that students may complete their courses. Many students rely on Education Abroad courses for graduation or program degree credits. Thus, it is important to plan ahead for potential travel plan changes. If travel is canceled, please outline your plans for completing course instruction. See Appendix J for options to consider.

Required texts:

TITLE	AUTHOR	ISBN

Discuss how participant performance will be evaluated:

See [Appendix C, Participant Evaluation](#).

The Office of the Registrar University policy [Op3.04-33](#) regarding incomplete grades.

Minimum GPA required for applicants: The default GPA set by Education Abroad is 2.0.

Proposal category:

Education Abroad proposals should align with the Cultural Competence and/or Community Engagement category.

Cultural competence

Director addresses the recognition and respect of multiple perspectives and cultures.

- Will your program promote cultural awareness of self and others by describing beliefs, perspectives, and behaviors acquired through cultural immersion in different societies?
- Will you require students to self-evaluate their own cultural norms in relation to cultural norms on-site?
- Will you require students to examine and articulate both differences and similarities between the students’ native cultural practices and the host site cultural practices?
- Will you encourage belief in the importance of interaction with people of diverse cultures and backgrounds?
- Will you model respectful consideration of different cultural viewpoints, and encourage students to develop an awareness of difference that may be integrated into individual and culturally developed belief systems?

I. ACADEMIC PROPOSAL, CONTINUED

Community engagement

Director facilitates an organized service activity that meets reciprocally identified community needs.

- Will you include an organized service activity that met a reciprocally identified community need?
- Will you enable the group to integrate their academic knowledge by making relevant connections from academics to personal and civic participation in the host community?
- Will you facilitate reflection on the service activity in such a way to enable students to further understand course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility?
- Will you challenge students to clarify and reconsider their role as citizens?

• PLEASE SELECT THE CATEGORY OF YOUR PROGRAM: (you may select both)

Cultural Competence

Community Engagement

All education abroad programs fulfill one of the three required courses for Intercultural Competence in the [Peace Corps Prep Certificate Program](#).

5. Dates of travel:

Select the date range in which your program will depart based on the dates listed on **Part 2 STFD Budget Proposal Worksheet**. Application deadlines and term classifications will be applied as shown below according to the departure dates of program. If your program will include a host institution transcript, consult Education Abroad to determine your appropriate term.

Program departure date	Term classification	Application deadline	Payment Deadline
September 1- October 31	Fall	April 1	August 31
November 1-30	Fall	May 1	August 31
December 1 - January 31	Fall	October 1	November 1
March 1-31	Spring	November 1	February 4
May 1-31	Spring	December 1	February 4
June 1 - August 31	Summer	March 1	April 30

See Appendix F. [Attendance Policy](#).

6. Guests and Participant Guidelines:

The Office of Education Abroad Faculty-Directed programs are academic programs and, like their counterparts on campus, support the learning outcomes of student participants. Per the [Op3.04-39](#) Registration Policy, “individuals intending to participate in a class are not permitted to attend unless they are registered in that class.” Therefore, any person who travels on an Education Abroad program must be enrolled in that class, except for a community band or chorale member or an accommodation assistant.

Any person who is not currently an MSU student, a band or chorale member or an approved faculty or staff ambassador is required to enroll as a Visiting Student. For more information, please see the [Guidelines for Participants on MSU Faculty-Directed Programs](#) or ask the Education Abroad Coordinator (for non-COB) or The International Business Programs Director (for COB).

Please read the statement, and initial the box

I have reviewed the Guest and Participant policies outlined by Education Abroad and agree to follow all appropriate procedures related to bringing a guest on my program. I agree to disclose my relationship with visiting students who are either a spouse, sponsored dependent or minor dependent to the Education Abroad Coordinator or International Business Programs Director.

II. ACADEMIC PROPOSAL, CONTINUED

7. Locations of travel:

CITY	STATE/PROVINCE/REGION

8. Purpose of travel component:

9. Program description:

This description will be used to market your program on your online program brochure and your program’s flier to recruit students. Please use this opportunity to provide your “elevator pitch.” For assistance, please contact the Education Abroad office. *Please use a maximum of 400 characters.*

10. Proposed travel itinerary:

Below is space for 18 days of itinerary information. If your program is longer than 18 days, please continue listing days on a separate document and share that supplementary information with the Education Abroad Coordinator. This itinerary will be published for students on the online brochure. Please take your time to include each day separately. It is important that the itinerary is clearly defined and described for student recruitment as well as health and safety. If you have a complete itinerary from a program provider, there is no need to transcribe it here. Please send the entire itinerary as you received it from the program provider.

Date:

Location:

Activity:

Date:

Location:

Activity:

Date:

Location:

Activity:

II. ACADEMIC PROPOSAL, CONTINUED

Date:		Activity:	
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II. ACADEMIC PROPOSAL, CONTINUED

11. Lodging arrangements:

Indicate lodging type. This will enhance your program's visibility online.

NOTE: Please review lodging policies in Section 1.4.3. on page 28 of the Handbook for Faculty-Directed Education Abroad Programs

Hotel	<i>If other please explain:</i>
Hostel	
Local host families	
University dorm	
Other	

12. Partnerships and Collaborations

Some faculty decide to work with a program provider or other collaborator (businesses, foreign universities, etc). Please disclose what potential partnerships or collaborations you plan to use for your program.

NOTE: First time program directors are required to either collaborate with an approved program provider such as working with a co-director (who must also be eligible to lead a program).

Custom program provider or collaborative organization	Name of Contact	Email	Phone Number

13. Travel documents

Please read the statement, and initial the box

<input type="checkbox"/>	I agree that I am responsible for ensuring that I have a valid REAL ID and any necessary documentation to enter any and all locations I may enter for this program. I understand that I will be personally responsible for any and all costs associated with my REAL ID, and any travel costs associated with securing it. I also understand that I am responsible for communicating REAL ID requirements to student participants in a timely manner.
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III. BUDGET

Please complete the [Budget Proposal Worksheet](#) and submit it to the Education Abroad Coordinator along with your finished proposal document. These two documents will be sent via Dynamic Forms to your Department Head and Dean for approval.

For questions relating to the budget worksheet and the financial aspects of your program, please contact the Accountant, Becky Harrison, at BeckyHarrison@MissouriState.edu.

NOTE: the budget worksheet changes annually, please do not create your budget on an outdated budget worksheet. You can find the latest version of the budget worksheet on the Education Abroad website.

IV. EMERGENCY PLAN

1. List the top three crime categories for each destination city as listed on [CityRating.com](#):

2. List all modes of transportation that your group will use to arrive at your destination:

3. List all modes of transportation that your group will use during the program:

IV. EMERGENCY PLAN, CONTINUED

4. List medical facilities closest to program itinerary locations:

5. List any health and safety preparations required before departure: (i.e., ID requirements, baggage allowance, discuss potential travel issues, etc.)

6. Email and physical address of local law enforcement (see appendix H, Clery Reporting):

7. Please provide the cell phone number of all program directors going on the program.

This is for use in emergencies by the Education Abroad Director only.

8. Please provide the name and cell phone number of each program director's emergency contact person.

Please read the following statement, and sign the box

I certify that I have reviewed the Appendix to this proposal as well as the Handbook for Faculty-Directed Education Abroad programs and understand the scope of my potential role as a program director/co-director and know that if I have questions about any part of my role, I can contact Morgan Marler in the Education Abroad office. I understand that any major changes to this program after the proposal have been submitted must be reported to Education Abroad. I agree to communicate within a timely manner with Education Abroad until my duties as an Education Abroad program director have been fulfilled.

Program Director A

Program Director B (if any)

APPENDIX

II. 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 Education Abroad, the application to teach an Honors College course is found under the heading [Planning Your Faculty-Directed Program](#). Honors College faculty members will be paid \$300 per enrolled participant up to a maximum of \$1,200, though this is based on yearly funding and not guaranteed. Contact [Scott Handley](#) in the Honors College to check if the funding is available for the year you are leading your program. Honors College must complete a PAF form for professors requesting the cash stipend. Honors College compensation will be in addition to the Education Abroad compensation. See Appendix D for The Education Abroad compensation formula. Faculty directors must receive approval to teach UHC 350 from the Director of the Honors College.

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 Education Abroad 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, class discussions, supervised cultural activities, examinations, and other relevant academic content. Lectures by experts in the countries visited are especially encouraged. Please see the [Office of the Registrar Credit Hour Policy](#) for guidance on documenting contact hours before, during, and after travel.

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 Education Abroad 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. Education Abroad offers a digital reflection journal for you to use.

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 Education Abroad's webpage on [Calculating Compensation and Minimum Number of Students](#) 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.

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. MISSOURI STATE UNIVERSITY ATTENDANCE POLICY

The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; (3) temporary military orders or Veterans Administration medical appointments; or (4) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors.

An Education Abroad program is a University-sanctioned activity. However, while the University expects instructors to be reasonable, not all instructors will excuse their absence. Students are responsible for alerting their professors about their Education Abroad program and requesting an excused absence according to [MSU's attendance policy](#). Because all programs must be approved by the program director's dean and department head, students may cite that approval when requesting approved absences.

G. APPLICATION PROCEDURES AND POLICIES

Students will complete an application through the Education Abroad 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 Missouri State students (which includes all program participants enrolled in academic credit): 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 Education Abroad 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 Education Abroad program participants are assessed the Missouri Resident tuition rate, even if the student is not a Missouri resident. Non-Missouri State students should complete the "Education Abroad Enrollment Form for Visiting Students" found on their online application. These students do not need to complete a degree seeking Missouri State University Application for Admission or pay an admission fee.

H. ACCOMMODATIONS FOR EDUCATION ABROAD

Per MSU's Deputy Compliance Officer, if a student with a disability requires accommodations on the faculty-directed program, the department bears the initial responsibility for funding the accommodation, per policy [Op1.02-5](#). If the cost is beyond the department's means, then the supervisor/department head/director should discuss funding the accommodation with the next level in the department's/office's reporting line (i.e., dean, head of cost center, etc.). If funding issues remain after discussion at the level of dean, head of cost center, etc., then the matter should be addressed with the provost or appropriate vice president. If a reasonable accommodation would constitute an undue hardship because of its costs, the individual with a disability must be given the option of providing the accommodation themselves or paying the portion of the cost that constitutes undue hardship.

I. 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. Missouri State University's Education Abroad office obtains a police report from the country/locale where each faculty-directed program has controlled, i.e., rented, housing space. Thus, each Education Abroad program director is required to provide the email and physical address of the local law enforcement of each city of the planned program.

J. AMENDING COURSES WITHOUT TRAVEL COMPONENT

- Plan in-person or virtual meetings to continue the course in compliance with the [Office of the Registrar's Policy for contact hours](#).
- Before selecting this option, please discern how your students may respond to this material. On the one hand, this section may be helpful in assisting students as they process the disappointment of canceled travel. On the other hand, this discussion may be met with resistance and resentment. You are the best judge on how to approach canceled travel with your students.
- Reschedule business/tour guide visits for virtual dates. Assign students the task of researching the business/site/speaker with the outcome of at least three questions. Collect all questions and select the most appropriate questions, with allowance for questions that will be generated during virtual interaction.
- Consider additional assignments relating to current events, culture, politics, history, and comparing that countries events, culture, etc. with other countries. Provide questions specific to the course objectives, e.g., taxes, healthcare, population statistics. The [CIA world fact book](#) is one source to review.
- Review the [World Economic Forum](#) site's valuable reports and resources. Their annual Global Competitive Report provides data on different sectors of each country's economy, including a comparison with the United States. WEF provides interesting reports from many disciplines, so the resource is an option for many program directors.
- Invite an international student or community member to your in-person or virtual class to present their experiences and share what, in their opinion, is important for persons who've never visited their country to know. Allow for a generous Q&A.
- If you planned in-country student presentations, ask students to adapt their presentations for in-person or virtual meetings. If they had planned to share information about a specific site, the student could prepare slides with site photos.
- Assign the [Country Comparison Tool](#) to all students. After receiving their results, have each student write an essay comparing their personal attributes to one or more culture issue of the country that they had planned to visit. Reflect on how cultural awareness relates to top skills listed in the [NACE survey](#).
- Consider literature and/or film reviews of Country X's authors/film directors.