

PROPOSAL FOR SHORT-TERM FACULTY-LED STUDY AWAY PROGRAM

To initiate a 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. The proposal must be approved by the faculty member's dean and department head, and these approvals emailed to the Study Away Director. After the dean and department head approvals are received, Study Away Programs will review all components of the proposal. Upon approval 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): David Mitchell, Economics, Associate Professor of Economics, 378 Strong Hall, 836-5551
2. Title of program: East Meets West: The Economics of German Reunification and the Path towards Greater Regional Parity
3. Course number(s) and names(s); number of credit hours earned by participants: ECO 397(3) Study Away Economics
4. Travel dates: May 23, 2015 to May 30, 2015
5. Countries and cities to be visited: Berlin, Germany
6. Course objectives: Thanks to historical circumstances, East Germany has developed economically, politically, and socially in a different way than West Germany. This course examines the causes and consequences of this uneven regional development. Furthermore, possible policy solutions towards returning the different regions of Germany towards parity are examined. Finally, this course will give students the opportunity to understand not only that there are similarities and differences between people of different cultures, but that these can exist between people who share a common culture. This course is designed to impart a sense of tolerance and appreciation for other people.
7. Purpose of travel component: Traveling to Berlin will enrich the students experience in a way that can't be achieved in the classroom.

8. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components:

Date	Topic	Details
SP14 Pre1	Study Away Preparedness	The instructor will meet with interested students to assure that they understand their responsibilities as a guest in a foreign nation, and that they are prepared for international travel (e.g. passport and visa acquisitions, the logistics of traveling in a foreign country, etc.).
Pre2	Orientation & Overview	Explain educational programming and student responsibilities. Begin with demographics and geography of Germany.
Pre3	German History Primer	Explore history of Germany and how Germany today is a product of its history
Pre4	Economic Systems Primer	Explain and discuss the differences between capitalism and socialism
Pre5	Regional Economic Primer	Explain various ideas behind disparity in regional economics. Also discuss different theories and policies that are implemented to correct regional economic disparities.
Pre 6	Green Energy Primer	Discuss positives and negatives of Germany’s green energy policies and how they impact regional economic growth.
Pre 7	International Travel Preparedness	Customs, currency, regulated articles, how to avoid being labeled as an “ugly American”. All students will be traveling as citizen diplomats and are representing the United States as well as Missouri State University. Review packing list and expectations for travel and housing.
5/23 (Sat)	Depart Springfield	Meet at airport 2 hours prior to scheduled departure.
Berlin Germany 5/24	Arrival	Afternoon Arrival to Berlin Airport (TXL) in Berlin, Germany. Transfer to hotel. Rest Day. Get acquainted with the vicinity of the hotel. First Meal Together in evening.
Berlin 5/25	Soviet East German economics and history	Visit DDR Museum in morning. Visit Berlin Wall Memorial Museum and Brandenburg Gate in afternoon and evening.
Berlin 5/26	German History	Visit Deutsches Historisches Museum which explores German history from 100 A.D. to the present. Free evening for students
Berlin 5/27	German politics and economics	Visit Reichstag and Bundestag, meet with local members of Bundestag, and watch a session of Parliament.
Berlin 5/28	Free Day	Free day for students to explore city on their own.
Berlin 5/29	Jewish History	Visit the Memorial to the Murdered Jews of Europe Museum and the Jewish History Museum Prepare to leave Germany. Last Meal Together.
5/30 (Sunday)	Depart for the U.S.	Check out of hotel, and transfer to airport for flight back to SGF.
Post2	Focus Group	Evaluation, recommendations, and student presentations. The evaluation results will assist the instructor in further development of this course.

9. Discuss how student performance will be evaluated:

Grades will be determined by the following basis:

a. Written report on an aspect related to Germany (25%). Examples include, but are not limited to: Compare/contrast paper between the different economic systems in Germany prior to the fall of the Berlin Wall; How the Berlin Wall has impacted German history and identity; What impact renewable energy will have on the German economy; Compare/contrast paper between the German political system with the United States political system.

b. Presentation of written report to class (25%). This will be conducted post travel.

c. Reflection Journal (25%). Students must keep a daily journal of their experience and insights. In addition, while in Germany, our class will meet daily in the evening to discuss and contemplate on the day's activity and experience. Students will have the opportunity to share with the class the impact that the day's activities has had on themselves. We will also discuss how to integrate the day's experience into our daily lives once we return to MSU.

d. Educational Exercise (25%) Student participation in class discussion in pre and post class meetings. Also included is student behavior and participation while in Germany (for example refusing to visit Museums, etc.)

10. Required text(s), including title, author, and ISBN if possible: Kempe, Frederick. Berlin 1961: Kennedy, Khrushchev, and the most dangerous place on Earth, Putnam Publishing, 2011. ISBN: 978-0425245941

11. Proposed travel itinerary:

Date	Topic	Details
5/23 (Sun)	Depart Springfield	Meet at airport 2 hours prior to scheduled departure.
Berlin Germany 5/24	Arrival	Afternoon Arrival to Berlin Airport (TXL) in Berlin, Germany. Transfer to hotel. Rest Day. Get acquainted with the vicinity of the hotel. First Meal Together in evening.
Berlin 5/25	Soviet East German economics and history	Visit DDR Museum in morning. Visit Berlin Wall Memorial Museum and Brandenburg Gate in afternoon and evening.
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12. Total program cost: The cost for international and foreign transportation and lodging totals \$2,150 per student. Please note that this price is subject to change due to currency exchange rates and economic conditions. Students should bring extra money for the purchase of additional meals not indicated on the itinerary, and for personal expenses.

Included in the price above:

- Airfare from SGF to Germany and back to SGF
- 5 Day Welcome Card and rail pass for city transportation within Berlin
- Museum entrance fees
- Hotels (Double Occupancy) in Berlin
- First arrival meal (May 24) and last meal before departure (May 29) (change dates)
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Not included in the price above:

- Tuition for the course itself
- Transportation to/from SGF airport
- Passport fees and visa fees for foreign students
- Meals not provided per itinerary (approximately 22 meals)
- Souvenirs and other personal purchases (e.g. coffee, clothing, etc.)

13. Lodging arrangements: Lodging will be in a mid-level hotel close to the city center. Students will be in double occupancy rooms.

14. Name of and contact information for travel agent (if any): none

15. Minimum/maximum number of student participants required:

Minimum number of students 12 Maximum number of students in 17

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

The course will be taught in the second block of the spring semester with the travel component to immediately follow the conclusion of the spring semester. Students must fill out the **online** application. The non-refundable deposit and payments will be billed as per the schedule provided by the Study Away office. This course has no prerequisites and is open to all students regardless of major.

NOTE: All short-term study away program participants are assessed the Missouri Resident tuition rate, even if the student is not a MO resident. All program applications must be signed by the Program Director. Original applications are held in the Study Away Office.

For MSU Students: All programs require a non-refundable deposit of 15% of the total program cost, which will be billed to students' University accounts upon application. Student accounts will be billed for the balance of the program cost according to a schedule to be determined in consultation with the Study Away Accounting Specialist and published in the program flyer. Program fees must be paid in full before travel commences. 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 their 15% non-refundable deposit (by Study Away store front) to the Study Away Office by the application deadline in the program flyer. Payment (by Study Away store front) for the balance of program fees is due to the Study Away Office by the date listed in the program flyer. Course tuition will be billed by the University. All fees must be paid in full before travel commences. Non-MSU students should complete the "Study Away Enrollment Form for Visiting Students"; they do not need to complete an MSU Application for Admission or pay an admission fee.

17. Cancellation procedure, including refund protocol:

If the program is canceled due to lack of participants, students will receive a full refund of all monies paid. If a student wishes to withdraw from the program for any reason, s/he must submit a written notification of withdrawal 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% 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 in the program flyer. Once the program has started, students withdrawing 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 Office.

18. Teaching credit requested (*indicate the teaching credit hours to be assigned to the proposal and the semester in which credit is to be received*): Teach three hours of overload teaching credit during the second block of the Spring 2015 semester.

19. Marketing plans: Marketing plans include visits to students in classes that might be interested in attending (Political Science, History, Economics, German), a facebook page, study away fairs, visits to student organizations, and informational meetings.

20. 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	\$1400
Land transportation	\$45
Lodging	\$700
Meals	\$350
*HTH Insurance	\$21.40
Operations	\$147.64
Other (please list) Museum Admission	\$35
Total Faculty Cost	2,700.00

Total Faculty Cost ÷ minimum number of student participants needed = \$__ 225.00__

The minimum number of student participants needed to make the program financially viable is based on the faculty member's salary calculation. See "Calculating Faculty Pay and Minimum Number of Students" at <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.)	\$1400
Land transportation	\$70
Lodging	\$240
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.)	\$75
*HTH Insurance	\$21.40
Expenses related to admission, supplies, etc.	\$35
Faculty expense per student (from calculation above)	\$ 225.00
Other (please list) (unexpected cost overruns in airfare/hotel/food)	\$8.60
Study Away Student Fee	\$ 75.00
Total student cost	\$2,150.00

*HTH insurance costs \$42.75 per month or \$11.18 per week. That premium includes both medical coverage and political and natural disaster evacuation. When calculating insurance, do not mix months and weeks. In other words, if your program is a seven-week program, you must either pay for two months or seven weeks.

III. EMERGENCY PLAN

Please see an example of an approved emergency plan at:

<http://international.missouristate.edu/studyaway/126641.htm>

A search tool at the following link also will assist you in preparing your emergency plan:

http://www.hthstudents.com/doctor_search/by_location.cfm

1. **Site assessment:** — Berlin provides a healthy environment. Germany is a clean country with potable filtered water and food that is free of any contamination. There have been some instances of bed bugs in some lower class hotels and hostels throughout the world. Therefore, we will be staying in mid-level hotels that are double occupancy. Some hotels have air conditioning and some do not, however, this should not be a problem in late May/early June within Germany. Berlin is relatively free of crime and the people are polite. Almost everyone speaks English, therefore, German language skills are not necessary for the everyday situations that students face. Public transportation is extensive and efficient.
2. **Transit to site:** We will fly into Berlin. There is public transportation, trains, from the airport into town. While in Berlin, we will take the local public transportation to and from our destinations. It is efficient, clean, and safe. However, most of the sites we will visit in Berlin are within walking distance of each other. There are also an extensive number of hotels in the local area.
3. **Local medical capacity:** Berlin has extensive and advanced medical facilities.
4. **Most likely health risks:** The following list of possible hazards is ranked with the most likely occurring first. The ranking is a matter of opinion and is based on limited information gathered during a nearly 2 week site visit in July of 2012 and the 2014 Study Away trip to Germany.
 - a. Exhaustion from jetlag/extensive walking
 - b. Physical injuries due to trips and falls
 - c. Upset stomach (if students have a ‘sensitive’ stomach)
 - d. Traffic accidents if students step out into the intersection
5. **Preparation prior to departure:** Each participant should consult a physician about how extensive international travel will alter any medication they are currently taking. *Comfortable shoes are a must.* Students might want to consider bringing some over-the-counter medicine such as aspirin, antacids, motion sickness pills, decongestants, etc. if they have a tendency to need these things. Although these are available in pharmacies and stores throughout Germany, it might take a while to find them. Furthermore, the package and dosage instructions would be in German.
6. **Emergency plan:**

- a. The Instructor will bring a working cell phone and will encourage students to either bring their own cell phone, or acquire a cheap limited minute use European cell phone. The instructor will share his cell phone number with the students and will acquire the number for all other students.
- b. Even though Germany is a safe country, during unassigned time, students are required to be in groups of at least 2 and at least one member of the group needs a cell phone.
- c. Should someone become seriously injured or ill to require hospital care, the faculty member will accompany them to the hospital. The faculty member will contact the Study Away office as soon as possible so the situation can be assessed. If evacuation to the United States is necessary, the American embassy in Berlin will be contacted.
- d. Should someone be arrested, the Study Away office and the American Embassy will be contacted as soon as possible. If someone is arrested, and assuming that they have the permission of the local/state/federal government to leave the country, the faculty member will accompany them to the local airport. They will immediately board the next international flight to the United States at their own expense

U.S. Embassy contact information:

Clayallee 170
14191 Berlin
Federal Republic of Germany
Telephone +49-30-8305-0
Closed on American and German holidays

Address of local law enforcement:

Platz der Luftbrücke 6
D-12101 Berlin
Telephone +49 30 4664-4664

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:**

- a. 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?
 - b. Describe how the program raised cultural awareness/sensitivity and promoted student immersion in the host culture. Was language training a part of the program?
 - c. Describe program features that fostered community engagement, such as a service-learning component, survey, or other interactive project with the host community.
 - d. 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?
 - e. In what ways did the program depart from your original proposal? Were there any unexpected learning outcomes?
 - f. Discuss any shortcomings of the program, as well as the participants’ perceptions, impressions and misgivings.
 - g. What tools (such as reflection journals) were utilized to guide and document your students’ personal development through their participation in this program?
5. **Faculty evaluation, conclusion, and recommendations of program:**
- a. 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.
 - b. Note two or three strengths of the program that might be repeated in future programs.
 - c. Note two or three challenges or weaknesses that could be changed in future programs.
 - d. Based upon your experience, define ways to solve problems that seem to be characteristic of foreign study programs.
 - e. Include a description of program publicity.
6. **Number and names of participants:**