Missouri State | OFFICE OF EDUCATION ABROAD

GUIDELINES FOR GUESTS & PARTICIPANTS ON MSU FACULTY-DIRECTED PROGRAMS

www.International.MissouriState.edu/EducationAbroad

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." Any person who travels on an Education Abroad program must be enrolled in an associated course, except for a community band or chorale member, an accommodation assistant, or an approved Faculty & Staff Ambassador participating under the Faculty & Staff Ambassador Agreement. Ambassadors receive academic credit only if they enroll in one or more of the courses offered.

ELIGIBLE PARTICIPANTS:

- Spouse/Sponsored Dependent (as defined in the University's Benefits policy): May join as visiting students but hold no official responsibilities.
- Minor Dependents: High school juniors/seniors may participate as visiting students.
- Accommodations Assistants: Allowed if assisting a student with special needs.

PROGRAM PARTICIPANT CRITERIA: *Must meet at least one of the following:*

- Enrolled at Missouri State as a degree-seeking or part-time student the semester prior to travel.
- Member of a community band or chorale.
- Education Abroad faculty mentee.
- MSU faculty/staff ambassador (with approval).
- Approved visiting student.

VISITING STUDENT REQUIREMENTS:

- Must submit the Visiting Student Form and application by the deadline.
- Program director must disclose their relationship with visiting students who are either a spouse, sponsored dependent or minor dependent to the Education Abroad Coordinator.
- Program-related costs are the responsibility of the program director for related visiting students, including the visiting student International Programs Academic Experience Fee.
- Must register through the Office of Education Abroad and complete all pre-departure requirements.
- Must pay the advertised program fee and the additional $175 IPAEF for visiting students (per the approved BOG fee schedule) and enroll in one or more offered courses.

FACULTY & STAFF AMBASSADORS:

- **Eligibility:** Must be an eligible Missouri State University faculty or exempt staff member with at least three years of University employment. Participation is limited to one program per employee per lifetime.
- **Approval and professional development:** Must obtain approval from the department head/school director/supervisor, dean/vice president, and Office of Education Abroad. Employees whose positions do not include direct contact with students must submit a statement explaining how participation provides meaningful professional development and benefits their work at Missouri State University.

- **Responsibilities:** Must comply with University and Education Abroad policies, program rules, and the Education Abroad Behavioral Expectation and Participation Agreement. Applicants must submit a statement of no more than 500 words outlining substantial Education Abroad promotional activities to complete within six months after program travel. Activities must exceed an announcement at a school or department meeting. Ambassadors must complete the proposed activities and a post-program assessment.

As a condition of participation, all Faculty & Staff Ambassadors must read, sign, and submit the ***Faculty & Staff Ambassador Agreement*** and obtain the required approval signatures before travel. The agreement details funding and financial responsibilities, travel requirements, compensation limitations, conduct expectations, academic credit, and other participation requirements.

INCIDENTS & REPORTING:

- Any participant violating policies may be removed at their own expense.
- A program director must bear the cost for a related spouse or dependent removed due to violations.

HOUSING:

- All program participants must stay in program housing. Program directors, community band/chorale members, faculty mentees, faculty and staff ambassadors are required to room separately from student participants.
- Program director family members may room with the program director; the program fee will remain the same for each program director family member.

These guidelines ensure a safe and productive experience for all participants in faculty-directed programs.