

**SHORT-TERM FACULTY-DIRECTED EDUCATION ABROAD  
INTERNATIONAL PROGRAMS PROPOSAL**

www.International.MissouriState.edu/EducationAbroad/

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**SECTIONS: I. Academic Proposal II. STFD Budget Proposal III. Emergency Plan**

Missouri State full-time tenure-track or non-tenure track faculty member may propose Short-Term 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 a Education Abroad Short-Term Program proposal, a faculty member must submit their proposal, Sections I, II, and III, to their Dean and Department head for review. If the proposal includes courses that are outside of the faculty member’s department, then they must receive approvals from their department head and dean before requesting approval from the appropriate department heads for the other courses. If each administrator approves the proposal, then those administrators must copy the Education Abroad Director on their approval email to the faculty member. The faculty member must send the proposal, including any revisions made by the Dean and Department Head, to the Education Abroad Director. Office of Education Abroad staff will review the proposal. If revisions are necessary, the faculty member must submit a revised proposal for another review. When the proposal has been approved by the Education Abroad Director, the faculty member will receive an email appointment letter from the Education Abroad Director.

**NOTE:** COB administrators must send their approvals to the International Business Programs Director. COB faculty must send their proposal to the International Business Programs Director and Education Abroad Director, as the Education Abroad Director will review Emergency Plans. The International Programs Director will send the email appointment letter to all COB faculty members to confirm Education Abroad approval.

**I. ACADEMIC PROPOSAL**

Office of Education Abroad has adopted the [Code of Ethics for Education Abroad](#), established by The Forum on Education Abroad. I have read and understand the Code of Ethics under which Office of Education Abroad operates and will abide by this Code of Ethics.

**1. Program title:**

**2. Program director(s):**

Name	Department	Title	M#	Phone #	Email Address	Instructor traveling?	
						YES	NO
						YES	NO
						YES	NO

**3. Course offering(s):**

Course name	Course number	Credit hours	Instructor of record
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Maximum number of credits in which a participant may enroll:

## I. ACADEMIC PROPOSAL, CONTINUED

Course objectives:

### Course outline

Pre-travel class sessions:

Post-travel class sessions:

Graded components:

### Amending courses without travel component

In the event the travel component of your program is cancelled 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 I.H. for options to consider.

### Required texts:

Title	Author	ISBN
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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.

## I. ACADEMIC PROPOSAL, CONTINUED

### 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?

### 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 primary category of your program.

Cultural Competence

Community Engagement

### 4. 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
October 1-31	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	January 31
May 1-31	Spring	December 1	January 31
June 1 - August 31	Summer	March 1	April 30

### 5. Guests:

The deadline to request guest approval via the [Short-Term Faculty-Directed \(STFD\) Program Guest & Participant Exception Form](#) is three weeks prior to the application deadline. All guests are subject to withdrawal policies.

## I. ACADEMIC PROPOSAL, CONTINUED

### 6. Locations of travel:

City

State/Province/Region

Country

### 7. Purpose of travel component:

### 8. Program description:

This description will appear on your online program listing and program flyer for recruitment purposes. Share your passion and excitement for the program to attract prospective students. Please use a maximum of 400 characters.

### 9. Proposed travel itinerary:

This itinerary will appear on your online program listing and optional print program itinerary.

Date:

Activity:

Location:

Date:

Activity:

Location:

Date:

Activity:

Location:

Date:

Activity:

Location:

Date:

Activity:

Location:

Date:

Activity:

Location:

Date:

Activity:

Location:

## I. ACADEMIC PROPOSAL, CONTINUED

Proposed travel itinerary, continued:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

## I. ACADEMIC PROPOSAL, CONTINUED

Proposed travel itinerary, continued:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

Date: Activity:

Location:

## I. ACADEMIC PROPOSAL, CONTINUED

### 10. Lodging arrangements:

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

<input type="checkbox"/> Hotel	If other please explain:
<input type="checkbox"/> Hostel	
<input type="checkbox"/> Local host families	
<input type="checkbox"/> University dorm	
<input type="checkbox"/> Other	

### 11. First time program directors are required to collaborate with an approved affiliate program provider such as WorldStrides or Barcelona SAE.

Affiliate provider	Name of contact	Email	Phone
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By submitting this proposal, faculty agree to the responsibility of researching and securing any necessary visas to the intended country/countries of travel before the departure date—including any countries where a layover may occur—just as participants are held responsible for researching and securing any necessary visas for their academic programs abroad. If a faculty member fails to secure the necessary visas prior to the programs departure date and incurs additional travel fees to accompany the program, the faculty director will be personally responsible for those costs.

**I agree and understand that I must research and secure necessary visas before my departure date.  
I am responsible to provide visa information to students in a timely manner.**

## II. BUDGET

Please complete the separate STFD Budget Proposal Worksheet to determine your program costs per participant. The STFD Budget Proposal Worksheet must be submitted with your academic proposal.

## III. EMERGENCY PLAN

1. Review the [Traveler's Checklist on the U.S. State Department website](#) for destination information, safety and security information, crisis planning, health precautions and money matters.
2. List the [U.S. State Department's Travel Advisory](#) level:  
Education Abroad will enroll you and your students in the STEP program.
3. List the top three causes of death (from January 2018 to January 2022) for each country based on research from the [U.S. State Department statistics](#).
4. Read the [OSAC Crime and Safety report](#) for your destination.
5. List the most likely health risks based on your research of the U.S. State Department's Travel Advisory, the top three causes of death, OSAC's Crime and Safety report and the [U.S Centers for Disease Control \(CDC\)](#):
6. List all modes of transportation that your group will use to arrive at your destination:
7. List all modes of transportation that your group will use during the program:

### III. EMERGENCY PLAN, CONTINUED

8. List medical facilities closest to program itinerary locations:

9. List required preparation prior to departure:

10. U.S. Embassy contact information:

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

12. Provide faculty cell phone number (for use in emergencies by Education Abroad Director):

13. Please list the name and cell phone number of your emergency contact person:



# APPENDIX

## I. 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 [Short Term Faculty Directed Program Documents](#). Honors College faculty members will be paid \$300 per enrolled participant up to a maximum of \$1,200. 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.

### 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 [Compensation Policy for Short Term Programs](#) 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.

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

- a. The salary calculation will be based on the number of participants enrolled in the course(s) taught by each faculty member;
- b. The total number of tuition-paying participants will be divided equally between the faculty members in the salary calculation;
- c. 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 3 on page 1. The participant split will be in whole numbers only.

By submitting a short-term Education Abroad proposal, the faculty member agrees to the salary calculation formula.

#### 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. 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 short-term 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.

**Participants not enrolled in academic credit:** Program participants not enrolled in academic credit must pay the entire cost of the program through the Education Abroad Storefront by the payment deadline.

**Cancellation procedure, including refund protocol:** If the program is canceled due to lack of participants, students will receive a full refund. If a student wishes to withdraw from the program for any reason, s/he must submit the Withdrawal Request Form to the Program Director and the Education Abroad Director; the date of withdrawal will be the date the notification is received by the Education Abroad Office. The 15% non-refundable fee, the IP Academic Fee and any monies already spent on behalf of the student wishing to withdraw will not be refunded. Once the program has started, students withdrawing will receive no refund under any circumstances. It is the responsibility of a participant to notify their Program Director and Education Abroad Accounting Specialist if they do not plan to accompany the group travel itinerary. The Program Director must approve these plans.

#### G. 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 short-term 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.

#### H. 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. One, two, or three meetings may focus on reflecting on important professional and personal life skills: flexibility, adaptability, and nimbleness. Developing and building these skills now will equip students to approach future life changes with greater resiliency. All professionals face both minor and significant changes in plans. Provide examples of leaders within your discipline/profession who responded to change well, as well as persons who did not adapt well. Discuss the outcomes. Reflect on the choice individuals have when faced with unexpected events. Discuss the power of choice. There are a number of [famous quotes about choice](#). Select a few and ask students to share their observation of persons who've made positive and negative choices (respecting confidentiality) in dealing with unexpected change and the outcomes they observed. Discuss the [National Association of Colleges and Employers](#) survey that provides the top skills employers seek on resumes. This initial meeting is important to allow students to share their feelings about the canceled travel and ask questions. For some students, the loss of travel initiates stages of grief, akin to Elisabeth Kübler-Ross [grief cycle](#).
- 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 [Hofstede Culture Compass Survey](#) 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.