

PROGRAM PROPOSAL GUIDE

FACULTY LED STUDY ABROAD

MONTANA STATE UNIVERSITY
Travel with purpose



OFFICE OF INTERNATIONAL PROGRAMS
MONTANA STATE UNIVERSITY
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Travel With Purpose

Leading students on a study abroad program can be a rewarding experience, allowing you to share your passions in new settings that can invoke curiosity and develop critical thinkers. The Office of International Programs can help with travel arrangements, visa and travel requirements, budget development, marketing and promotion, and orientations to prepare you and your students to be in compliance with the current Montana State University International Travel Policy.

Proposal Deadlines

A program proposal to lead a Faculty Led Study Abroad program is submitted online. A complete proposal includes: program and group leader information, course description and syllabus, program justification, proposed itinerary, draft budget, communication plans, marketing plan and approval forms. All proposal requirements are included in the online proposal along with detailed instructions

Deadlines to Submit a Proposal:

Fall Course - December 15 year prior
Spring Course - May 15 year prior
Summer Course - September 15 year prior

Late Submissions: If you're unable to submit your proposal by the deadline, we can still work with your program. However, it is important to note that late proposals may take longer to go through review and the standard approval process. Additionally, a late submission may adversely affect the marketability, recruitment time, and overall success of the program.

Process

The basic process for securing approval and developing a Faculty Led Study Abroad Program is as follows:

1. **Proposal:** Submit online through My Global Connection on OIP's website*.



- a. Program Information, Itinerary
- b. Group Leader/Co-Leader
- c. Course Description and Syllabus
- d. Budget
- e. Marketing and Recruitment Plan
- f. Program Approval Form

Obtain Approval from Department Head, College Dean, and OIP.

Provost approval required if including family members for group travel.

2. **Participants:** Marketing and Recruitment
3. **Pre-Departure:** Orientations, Preparation Logistics, International Travel Policy Documents
4. **While Abroad:** *Go Somewhere...*
5. **Post-Program:** Wrap-Up and Evaluations

Roles and Responsibilities

Faculty Director Responsibilities

The faculty director carries most of the responsibility for developing and executing his or her program, including but not limited to program proposals, logistics, student recruitment, and the study abroad experience itself. Responsibilities of the faculty director include:

1. Developing a course that is not a glorified field trip, but rather maintains academic rigor and curricular relevance.
2. Determining that the chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3. Obtaining Department, School, and/or College approval to teach the proposed study abroad course as well as an appointment for compensation by the Department.
4. Liaising with the Department Head of home department regarding course syllabus, contact hours, and proposing a new MSU course.
5. Working in close cooperation with the Office of International Programs throughout planning and execution.
6. Making or coordinating all logistical arrangements relevant to the academic content of the course, as well as all that is involved in leading students to and through foreign countries.
7. Preparing and signing necessary agreements and/or contracts with other instructors, program providers and/or guides, or other entities.
8. Recruiting students, promoting the program, and conducting information sessions.
9. Holding and/or assisting with pre-departure orientations for students, and attending a mandatory pre-departure meeting for faculty.
10. Creating an emergency preparedness plan for each destination during the program.
11. Explaining risks, precautions, and crisis management plans to students.
12. Understanding and valuing other cultures and cultural differences.
13. Respecting the destination host country.
14. Maintaining professional and courteous behavior at all times with MSU on-campus staff, international staff, international liaisons, students, and parents as outlined in the MSU Faculty Handbook for Ethical and Professional Standards.
15. Setting an example of leadership and ambassadorship while traveling with students.

Office of International Programs

OIP provides direction and assistance in the development of Faculty Led Study Abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in study abroad. OIP will assist with most aspects of study abroad except academic course content. The staff can provide assistance and support with visas, insurance, marketing, planning and logistics, and can offer information and consultation on such issues as travel warnings and safety. The staff can also provide a list of other study abroad programs for reference and to avoid duplication of programs during the same academic year. The staff will provide or assist with pre-departure and re-entry orientations for students, and will hold mandatory pre-departure meetings for faculty.

Department, School or College of the Faculty Director

The Department, School, or College (as preferred within the unit) is responsible for approving individual faculty proposals if the course proposed is parallel with the unit's mission and goals. The Department, School, or College is responsible for oversight of academic content and establishing the course rubric. The Department is also responsible for faculty appointments for study abroad courses and facilitating compensation to faculty directors and co-leaders, if applicable.

Program Models and Credits

Choosing a Model

There are a few different types of program models for leading students abroad. A budget should be built on the cost per credit for students, depending on program models as follows:

Semester Course with Associated Travel	Summer Only	Winter/Spring Break
Semester long course as part of student's regular load.	2-8 week long course as part of student's regular load.	One to two week long course as part of student's regular load.
Credit cost will be included in student's regular tuition.	Credit cost will be included in student's regular tuition.	Credit cost will be included in student's regular tuition.
Program cost will be based on travel and leader expenses.	Program cost will be based on travel and leader expenses.	Program cost will be based on travel and leader expenses.

Submission of Proposal Materials

All material submissions and signature forms are available through the online proposal application. Faculty directors can start the application process by visiting the Faculty Led Study Abroad webpage and following the "Submit a Proposal" link to the online portal, *My Global Connection*. **Signature forms for approval and unaffiliated travelers are downloadable within the online proposal.** Once the program is approved, additional travel plans will be required at least 60 days before departure and made available on *My Global Connection*. Some of the materials to be submit in the *pre-selection* phase are listed below.

Course Description & Proposed Itinerary

The course description should outline the academic content of the course and how it relates to the chosen country. A day by day itinerary of all activities and travel for the proposed program is also required at the time of application.

Course Syllabus

The submission of the course syllabus should include the anticipated learning outcomes and how they relate to the travel experience. It should also include the course code, the session and the number of credits offered.

Program Justification

You will be required to explain the educational value and justification for teaching this course abroad. Consider how the program fits into the educational or strategic goals of MSU and the academic department, as well as how students will benefit from the international dimension of this program.

Draft Budget

Using the provided budget worksheet, upload a draft budget for the program. Final budgets are to be approved by department heads, deans and OIP after program approval.

Marketing/Promotion Plan

Submit your tentative plan for recruiting students. If you need more assistance to create a marketing and promotion plan, please designate that at the time of submission and contact the coordinator at OIP. Resources are available to assist you in this process.

Approval Forms

Download the approval form to lead group travel and submit the hard copy form to OIP signed by the group leaders, department head and dean of the faculty's department. OIP will provide the final signature after the program is approved by the review committee. Please re-scan the signed copy and submit to your online proposal before submitting to OIP. Other approval forms for travel to countries with travel warnings or requests for the participation of unaffiliated travelers can be downloaded.

Check List Planner

10-12 Months Pre-departure

General Guidelines: Timeline subject to vary

- Review Faculty Led Study Abroad Handbook
- Establish course approval list with applicable course numbers, credit value, the department(s) credits will be established through, and curriculum integration
- Identify co-leader
- Finalize program budget, including all pre-departure and on-site costs i.e. visas, passports, accommodations, transportation, group meals, field trips, tuition, student expenses and program provider fees
Seek approval for proposed course from department head, dean and provost.
- **Submit a complete MSU Faculty Led Program Proposal online through *My Global Connection***

8-9 Months Pre-departure

- Finalize approval logistics with OIP
- Determine Visa requirements for the team

5-7 Months Pre-departure

- Create recruiting materials and promote program:
 - Participate in Study Abroad Fair, if applicable
 - Update website, flyers and posters
 - Market in appropriate departments; promotion emails conducted by department/faculty
 - Classroom presentations and information sessions

6-4 Months Pre-departure

- Review applications, conduct student interviews and determine final acceptances
- Finalize travel details with agents, tour guides and accommodations.
- Submit Communication Plan & Health and Safety plan to OIP
- Inform students of mandatory OIP Pre-Departure Orientation and the Travel Health & Safety Class
- Attend Group Travel Leader Orientation

1-2 Months Pre-departure

- Input traveler information into the Travel Registry
- Submit emergency contact and health information for all travelers to OIP through *My Global Connection*
- Assemble hard copies of important travel documents
- Register all travelers with the U.S. Department of State Smart Traveler Enrollment Program (STEP)
- Ensure all students have submitted pre-departure paperwork