



Faculty-led Proposal

Summer 2018 Deadline: September 15, 2017
Spring Break 2018 Deadline: July 14, 2017

Materials to be submitted with completed/signed Faculty Proposal:

OSA Budget with all yellow fields completed and any green fields related to your program – please submit electronically

Program Itinerary – the more details, the better: dates for each location, tours, excursions, sponsored activities, visits, lectures, etc. Be sure to include 15 contact hours per credit. Contact hours can include direct instruction and experiential learning.

Course Syllabus – all program sponsored activities should be tied to the program goals and learning outcomes

For Special Topics courses or a new course not in the catalog, **UCCC Course Approval** must be submitted with OSA Proposal (if the course is not approved at time of application, it will need approval before we can advertise program)

Contracts signed by Procurement and Contracts, if applicable (if not signed at time of application, we will not be able to advertise program until received)

Faculty Information

Faculty Director: Department: College:

Email: Phone: 9-Digit MSU ID:

Additional Director/GA: Department: College:

Email: Phone: 9-Digit MSU ID:

Faculty Experience

Do you have direct experience and/or knowledge in the country to which you will be travelling? Please explain in detail (i.e. led students to this location before, prior travel to this location, speak the language, research is focused in this area, etc.).

If you do not have direct experience and/or knowledge, please explain how you will collaborate with local on-site experts to make use of your discipline-related knowledge. If you do not have experience in the country you are travelling to, OSA strongly recommends utilizing an affiliated third party (Custom Programming by a study abroad provider company, a partner university, a language school, etc.).

Program Information

Term offered: Winter Break Spring Break Maymester Summer I Summer II Full Summer
 (Choose Summer term that most closely aligns with your program dates)

What is the name of the program you are proposing? (For marketing purposes, we suggest a short name that includes location and course topic.)



Location (List all cities and countries to be visited):

Why is this location ideal for teaching this course abroad? How does it enhance the learning objectives?

Are there any special security concerns involved with this program or country? If yes, please list.

Program's U.S. Departure Date:

Program's U.S. Return Date:

Program Description (This should be an engaging 4-5 sentence description of the program that will be used on OSA marketing materials and the online application for your program. We suggest you use this as a way to highlight your program to entice students to participate.):

Program Cost

What is the advertised program cost per student? (Calculated on Tab 1 of the OSA Budget sheet)

What items are included in the program fee? (i.e. lodging, airfare, excursion or entrance fees, in-county travel, meals, etc. All included items will be advertised on OSA marketing materials and online application)

What items are NOT included in the program fee? (i.e. lodging, airfare, excursion or entrance fees, in-county travel, meals, MSU tuition, etc. These items are also included on all OSA marketing materials and online application)

Course Information (OSA will use this information to help market the course to interested audiences – the more information you can give us about the course, the better able we are to help recruit students)

Title: _____ Course Code (example, ISE 4100): _____ Number of Credits: _____

Is this a current course at MSU? YES NO (If no, you will have to have complete UCCC approval prior to advertising the program.)

Is the course split-level? YES NO If yes, please list all additional courses:



Is the course cross-listed? YES NO If yes, please list all cross listed sections:

Does this course meet a major or minor requirement? YES NO If yes, please list:

Does this course meet a General Education requirement? YES NO If yes, please list:

Does this course satisfy elective credit only? YES NO If yes, how will you market your course to a diverse audience and what support, if any, do you have from other departments?

Are there any prerequisites? YES NO If yes, please list:

Target student audience (example: CALS and CVM students, students seeking a Chemistry minor, all undergraduate students welcome):

Will students be taking classes at another institution while abroad? YES NO

Will your program be open to students from other U.S. universities? YES NO (Non-MSU students must apply to MSU as transient students in order to participate in the program).

Visa Information

Is a visa* required for U.S. citizens on this program? YES NO If yes, what type? (student, tourist, work, etc.)

Does the visa need to be acquired before arrival at the destination? If yes, please provide more information on visa requirement and the visa application process for your program:

*Visa acquisition is the responsibility of the student and/or faculty member

Application and Payment Deadlines

All program fees will be charged to the students' account by OSA in two installments. Please select the application and payment deadlines that best serve your program and the interests of the students. For efficiency reasons OSA is only able to charge students on these predetermined dates. Keep in mind, this is the date the students' account is charged, it may take up to a week from the posted date for those fees to be transferred to your department.

Summer Application Cycle I:

Deadline: February 16, 2018

Payment #1: March 2, 2018

Payment #2: March 16, 2018

Summer Application Cycle II:

Deadline: March 2, 2018

Payment #1: March 16, 2018

Payment #2: March 30, 2018



Summer Application Cycle III:

Deadline: March 16, 2018

Payment #1: March 30, 2018

Payment #2: April 13, 2018

Summer Application Cycle IV:

Deadline: March 30, 2018

Payment #1: April 13, 2018

Payment #2: April 27, 2018

Spring Break Application Cycle I:

Deadline: November 17, 2017

Payment #1: December 1, 2017

Payment #2: December 15, 2017

Spring Break Application Cycle II:

Deadline: December 1, 2017

Payment #1: December 15, 2017

Payment #2: January 5, 2018

The application deadline is the date the online application will close. Students will be charged the non-refundable \$150 OSA Application Fee the business day following the application deadline. The program fees and the additional CISI insurance fee will be charged on the dates listed above; half is charged as payment #1 and the other half is charged as payment #2.

Faculty Responsibilities

As the faculty program director, my responsibilities include:

1. Planning and implementing the program and associated course(s)

It is the responsibility of the faculty member to make all program arrangements. This includes all logistics such as booking hotels, buses, faculty airfare, student airfare (if included), facility rental, tours, excursions, guest speakers, etc. Note that study abroad provider companies can be used to make logistical arrangements for your program (see #2). OSA encourages the use of the following provider companies as we work with them regularly and they specialize in customized study abroad programming – ISA, CEA, AIFS, and API. Links can be found on our website.

2. Completing all University requirements regarding any purchase, lease, or service agreements

All written contracts and agreements, including those with study abroad/travel/tour companies, hotels, conference centers, bus companies, etc. must be signed by the Director of the Office of Procurement and Contracts. More information can be found at: <http://www.procurement.msstate.edu/contracts/index.php> If you are unsure if this requirement pertains to your program, please contact the Office of Procurement and Contracts for clarification.

3. Recruiting students

OSA will produce standard promotional content for all programs, hold two Study Abroad Fairs, conduct bi-weekly interest sessions, speak to classes upon request, and conduct individual advising sessions. In addition to OSA's efforts, active faculty involvement is the most effective method of student recruitment (i.e. speaking to classes, emailing groups of students, holding interest sessions).

4. Accepting student applications through the OSA online application system

Faculty directors must review their applications online and accept each student into the program.

5. Assist in the monitoring of students' application completion

OSA does not give students permission to register for their course(s) until all application requirements have been completed. We request the help of faculty directors in encouraging students to complete their application in a timely fashion.

6. Communicating frequently with OSA and prospective students

Communication throughout the planning, recruitment, pre-departure, abroad, and returned stages are important for a successful program.



In addition to all of the required proposal materials listed on page one please feel free to submit any flyers, pictures, or additional information to assist in the approval process and/or help OSA to market your program.

I understand and accept the above responsibilities.

(Faculty Program Director)

(Date)

Program Approval

All appropriate parties have approved this program, its budget, and the associated course(s). **Please check with your Dean's Office as they may require submission of the study abroad proposal prior to the Office of Study Abroad's deadline.**

(Department Head)

(Date)

(Dean)

(Date)

Notes from the Dean's Office (not required)

For Office Use Only

Proposal Accepted

Proposal Accepted with Conditions

Proposal Denied

Conditions for Acceptance

Denial Reasons

(Associate Vice President, International Programs)

(Date)