



## Faculty-led Study Abroad Proposal

**Summer 2025 Deadline: September 3, 2024**

Please submit the completed digital version of this form and the following documents in one email to Annika Campbell ([acampbell@international.msstate.edu](mailto:acampbell@international.msstate.edu))

**OSA Budget**– with all yellow fields completed and any green fields related to your program

**Program Itinerary** – this can be a tentative itinerary, but the more details, the better: dates for each location, tours, excursions, sponsored activities, visits, lectures, etc. Final itinerary will be submitted closer to departure date.

**Course Syllabus** - all program sponsored activities should be tied to the program goals and learning outcomes on a tentative syllabus

**Contract(s)**– signed by the Department of Procurement and Contracts, if applicable (if not signed at time of application, please submit unsigned version, but we will not be able to advertise program until signed version is received). OSA is available to review the contract prior to submitting it to Procurements and Contracts to verify the impact of payment schedules, inclusions, exclusions, etc. as it pertains to the study abroad program.

### Leadership Team Information

An ideal student-to-leader ratio of 15:1 can be used as a general benchmark in determining the minimum and maximum student enrollment goals. The ratio should not be less than 5:1 or greater than 20:1. While leadership teams and enrollment goals vary widely and are based on many aspects: academic course content, location, logistical details, on-site partner(s) and financial considerations, it is important that minimum and maximum ratios are observed. Leaders should consult with the Office of Study Abroad about minimum and maximum enrollment numbers throughout the proposal process. OSA highly encourages a minimum of two leaders on every program.

Primary Director:	Department:	College:
Additional Director/Staff/GA:	Department:	College:
Additional Director/Staff/GA:	Department:	College:
Additional Director/Staff/GA:	Department:	College:
Additional Director/Staff/GA:	Department:	College:
Additional Director/Staff/GA:	Department:	College:

### Leadership Team Experience

Do you or any of the leaders have direct experience and/or knowledge in the country to which you will be traveling? 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 leader(s) 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 traveling 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

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

Term offered:      Maymester          Summer I          Summer II          Full Summer

Select the Summer term that most closely aligns with your program dates. This will indicate the term the course is offered on the Master Class Schedule.

Program’s U.S. Departure Date:

Program’s U.S. Return Date:

Advertised program dates used by OSA are as follows: **Departure date** = date students will depart the U.S. in order to arrive abroad for the first day of in-country activities

**Return date** = the date the program officially ends and students will return to the U.S.

**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?

What is the current Travel Advisory Level? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Please list the level for each location that will be visited, as well as the corresponding reason(s) for each rating. Travel to locations with an Advisory Level of 3 or 4 will require page 6 (*Supplemental Information - Elevated Risk Travel Advisory Destination*) of this document to be completed. MSU will **not** approve travel to a Level 4 location unless that rating is based solely on the COVID-19 pandemic. (Example: France = Level 4 due to COVID and Level 2 due to Terrorism and Civil Unrest)

**Study Abroad COVID Quarantine Plan** The coordinating department of the study abroad program is responsible for accommodating students and faculty leaders that may test positive during their study abroad experience. This includes making all arrangements and covering costs (medical, food, lodging) beyond what is covered by the included insurance. If a faculty member will not be staying with a quarantined student they must demonstrate how they will be cared for while in quarantine. Please describe your COVID quarantine plan in detail.

**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 Structure** Please select from the following activities that will be included in your program and include any relevant details:

- |   |                         |
|---|-------------------------|
| Guest lectures by local experts:            | Internship opportunity: |
| Visit/tour with local company/organization: | Research opportunity:   |
| Partnership with local university:          | Field work:             |
| Service learning opportunity:               | Volunteer opportunity:  |
| Structured interaction with local students: | Alumni Interaction:     |
| Other:                                      |                         |

**Program Cost** The program cost per student is comprised of three fees: Application/Administrative Fee, Insurance Fee, and Program Fee. For transparency OSA's marketing materials and online application will detail what is included and what is not included in the program cost. What items are included in the program fee? i.e. lodging, airfare, excursion or entrance fees, in-country travel, meals, etc.

What items are NOT included in the program fee? i.e. MSU tuition and fees, lodging, airfare, excursion or entrance fees, in-country travel, meals, etc.

Application/Administrative Fee = \$300

Preliminary Program Fee =

From C26 on Tab 1 of Excel Budget document

*This section to be completed by OSA*

Insurance Fee =

Insurance rate will be finalized when CISI contract is renegotiated

Program Fee Total =

The Program Fee and Advertised Program Cost will be finalized and confirmed with the Faculty Director after the budget is reviewed. Program Cost cannot be increased after we begin advertising to students.

Advertised Program Cost =

What type(s) of housing will be used for the program's accommodations (dorm, hotel, home-stay, etc.)? What is the planned occupancy (single, double, etc.)? Rooming assignments for shared rooms must be by gender (males rooming with males, females rooming with females)



**Course Information** Special Topics courses must be approved EACH time they are offered, and can only be offered twice. Program cannot be advertised until course is approved by UCCC. OSA will use the course information to help market the program 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: \_\_\_\_\_

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.)

If yes, is it approved for Campus 8 (Study Abroad/Exchange)? YES NO (If no, please submit a Technical change to UCCC.)

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 courses at an institution other than MSU while abroad? YES NO If yes, which institution?

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.

**Entry Requirements**

Is a visa required for U.S. citizens to enter the country? YES NO If yes, what is the visa type? (i.e. student, tourist, work, etc.) What is the process for obtaining the proper visa? Visa acquisition is the responsibility of the student and/or the faculty director.

Are there any required and/or recommended vaccines or medications for visitors traveling to any of the locations of the program? (Refer to the CDC & DOS specific entry/exit requirements) YES NO If yes, please explain: (Vaccines/medications are the responsibility of the student.)

**Payment Deadlines** The Application Deadline is the date the online application will close. All fees will be charged to the committed applicants' Student Account by OSA on the Charge Date. Please select the application cycle that best serves your program, your deposit deadlines, and the interests of your students. For efficiency reasons, OSA is only able to charge Student Accounts on these predetermined dates detailed below. Keep in mind it may take up to two weeks from the Charge Date for the corresponding fees to be transferred to your departmental account.

**Summer Application Cycle I**

**Application Deadline: February 7, 2025**

Charge Date: February 12, 2025

**Summer Application Cycle III**

**Application Deadline: February 28, 2025**

Charge Date: March 5, 2025

**Summer Application Cycle II**

**Application Deadline: February 21, 2025**

Charge Date: February 26, 2025

**Summer Application Cycle IV**

**Application Deadline: March 21, 2025**

Charge Date: March 26, 2025



**Leadership Team Responsibilities**

As a member of the leadership team, my responsibilities include:

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

It is the responsibility of the primary director to make all program arrangements. This includes all logistics such as booking lodging, 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. OSA **HIGHLY** encourages the use of the following provider companies as we work with them regularly and they specialize in customized study abroad programming – WorldStides/ISA, CEA, AIFS, and API. Links can be found on our website.

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

University Policy requires all contracts and agreements, including those with study abroad/travel/tour companies, hotels, conference centers, bus companies, etc. to be signed by the Director of Contracts Administration. More information can be found at: <http://www.procurement.msstate.edu/contracts/index.php>. You cannot prepay or make deposits without a contract and pre-approval from the Department of Procurement and Contracts and IHL. If you are unsure if this requirement pertains to your program, please contact the Office of Procurement and Contracts for clarification. Be sure to read the contract carefully to ensure the Application Cycle you selected will enable you to fulfill all contract requirements, especially as they pertain to payment.

**3. Attending a Study Abroad Faculty-led Leadership Training Session**

All program leaders must attend a Study Abroad Faculty Director Training session. Sessions will be held three times throughout the year and all leaders must attend one session every two years.

**4. Recruiting students**

Active leadership team involvement is the **most** effective method of student recruitment (i.e. speaking to classes, emails to targeted groups of students, holding interest sessions, social media, etc.). In addition to the leadership team's efforts, OSA will produce standard promotional content for each program, hold two Study Abroad Fairs, maintain online application and self-enroll informational Canvas course, promote programs on our social media, speak to classes upon request, and conduct individual and group advising sessions.

**5. Reviewing student applications through OSA's online application system**

The primary director will be responsible for reviewing each application and either accept, reject, or waitlist based on eligibility. Instructions for accessing and navigating the system will be sent by OSA.

**6. Assisting OSA in student 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 the leadership team in communicating with students to encourage them to complete all requirements.

**7. Communicating frequently with OSA and students**

Communication throughout the planning, recruitment, pre-departure, abroad, and returned stages is vital to a successful program.

I understand and accept the above responsibilities.

(Primary Director)

(Additional Director/Staff/GA, if applicable)

(Additional Director/Staff/GA, if applicable)

(Additional Director/Staff/GA, if applicable)

(Additional Director/Staff/GA, if applicable)

(Additional Director/Staff/GA, if applicable)

**Additional Information:** Please feel free to submit additional information or pictures to assist in the approval process and/or to provide assistance to OSA in marketing your program. OSA maintains a self-enroll informational Canvas course for students interested in studying abroad to research programs and find answers to general study abroad questions. Each faculty-led program is highlighted in the Canvas course and we welcome any media you want to provide (video, voice-over PowerPoint presentation, photo slideshow, etc.) to supplement the basic information that is include for every program; dates, cost, course, link to application, etc.



**Responsibilities of the Department(s)**

**1. Ensure Qualified Leadership Team**

All faculty directors should be an MSU faculty member with academic expertise in the program’s field(s) of study. A qualified MSU lecturer, instructor, Ph.D. candidate, or staff member may be approved to serve as the primary faculty or additional director at the discretion of the sponsoring department and college. The student-to-leader ratio should not be less than 5:1 or greater than 20:1. While leadership teams and enrollment goals vary widely and are based on many aspects: academic course content, location, logistical details, on-site partner(s) and financial considerations, it is important that minimum and maximum ratios are observed.

**2. Budget Approval**

Budget overages, including those due to COVID quarantines described on Page 2 will be the responsibility of the department. If there is more than one department associated with the program, it is expected that the departments work together regarding budget overages, so the responsibility is shared equitably. If changes are made to the budget upon OSA’s review, the updated version will be shared with the Department Head and Business Manager.

**3. Payments**

Program Fees will be transferred from OSA to the departmental account indicated on the budget. That department will make all payments associated with the program. Travel approval and arrangements for each member of the leadership team will be handled at the departmental level.

Department Head

(Additional Department Head, if applicable)

(Additional Department Head, if applicable)

(Additional Department Head, if applicable)

(Additional Department Head, if applicable)

(Additional Department Head, if applicable)

**Dean’s Office Approval**

(Dean)

(Additional Dean, if applicable)

(Additional Dean, if applicable)

(Additional Dean, if applicable)

**For Office Use Only**

(International Institute)

**Notes from the International Institute**

Proposal Accepted

Proposal Accepted with Conditions (see below)

Proposal Denied

**Notes from the Office of the Provost**

(Provost and Executive Vice President)



### Supplemental Information - Elevated Risk Travel Advisory Destination

This page is required if any location (city, country, or region) the program will be traveling to is rated above a Level 2 Travel Advisory by the U.S. Department of State Bureau of Consular Affairs Travel Advisory system <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. The advisory report for a country may also indicate varying levels of advisories for specific locations or regions within a country. For example, a Level 2 country could have cities or regions with Level 3 or 4 ratings.

**MSU will not approve university travel to a Level 4 location unless the rating is based solely on the COVID-19 pandemic. Faculty-led study abroad program travel to elevated risk locations when the rating is based on anything other than the COVID-19 pandemic is discouraged.**

Please list the level of each location included in your program, as well as the corresponding reason(s) for each rating. If the rating differs between cities within the same country, list each location included in the program separately. (Example: France = Level 4 due to COVID and Level 2 due to Terrorism and Civil Unrest)

Why would travel to an alternative location not provide a comparable educational experience?

Summarize the risks associated with travel to the proposed location(s) with an elevated risk Travel Advisory:

What are the ways in which you as the faculty director can mitigate these risks? How will you ensure that your students are properly prepared for the inherent risk of travel to this location?

The decision of whether to allow travel to an elevated risk location is within the sole discretion of University administration. If approved, all MSU faculty and staff traveling will be required to sign the "Assumption of Risk and Release Form – International Travel to Destination with Elevated Risk" when completing their international travel paperwork. Additionally, all students will be required to sign the "Student Assumption of Risk and Release Form – International Travel to Destination with Elevated Risk" distributed directly to the students by OSA.