

## **MTSU Signature Faculty-Led Education Abroad Program Proposal New and Recurring Programs**

MTSU faculty members seeking approval to develop and administer a short-term MTSU Signature Faculty-Led Education Abroad program should submit this packet, along with any supplemental materials by the deadline listed below.

All MTSU program proposals are reviewed by the Vice Provost for International Affairs (VPIA), Office of Education Abroad (OEA), and the International Education and Exchange Committee (IEEC). This university-standing committee includes peer faculty from each MTSU college and seasoned education abroad faculty.

### **Deadlines for submission:**

Spring Break or Summer 2023: September 9, 2022  
Early Submission is strongly recommended.

### **A complete program proposal includes:**

#### **All programs**

1. Attached program proposal with all sections complete, including signatures.
2. Completed detailed study abroad program budget spreadsheet as described in the proposal.
  - a. *This must be editable.*
3. Program itinerary form, Appendix A.
  - a. *Other itinerary formats are acceptable as long as all requested details are provided.*
4. Copy of the syllabus and course description

### **New program proposals must also include**

1. Copy of Faculty CV or résumé
- ✓ Link: [Faculty Information, OEA website](#)  
✓ Link: [Signature Program Handbook](#)

Faculty may also visit [www.mtsu.edu/abroad](http://www.mtsu.edu/abroad) and select the 'Faculty' box to access Office of Education Abroad faculty information.

Office use only: Program Title and Faculty Leader: \_\_\_\_\_

### **How to submit a program proposal**

- Scan/email the complete, signed MTSU program proposal to [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu), **OR**
- Submit the proposal in hard copy to the Office of Education Abroad, Jones Hall 151. Then, please email the editable budget spreadsheet to [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu).
- Faculty members should keep a copy of the program proposal for their records.

Once received, the Office of Education Abroad will review and forward to the Vice Provost for International Affairs for review and approval. The Office of Education Abroad will also submit the proposal to the IEEC for review.

The Director of the Office of Education Abroad will communicate directly with the faculty member with questions, updates, or about the status of the program proposal.

### **What happens after the proposal is approved?**

#### **Program web page**

Office of Education Abroad will create a program page on the OEA website from the program proposal materials. This page will include a program overview, itinerary highlights, course information, program cost & scholarships, a cost estimate, student eligibility, application instructions, and contact information for the Faculty Leader(s).

#### **Confirmation email**

The Faculty Leader will receive a confirmation email from the Office of Education Abroad Director including the program page link, information on marketing, scholarships available to the program's students, and other information.

#### **Marketing email**

A marketing email will come from the Education Abroad Advisor who will work with the Faculty Leader(s) to create and print a variety of marketing materials for the program. Social medial materials will also be created.

#### **EAR fund**

The Faculty Leader will submit a program TA and travel memo (via dynamic form) to the Business Office. Once approved, an EAR fund, the index account for program deposits and payments, will be created and Business Office staff will email the Faculty Leader with information and instructions.

Once the EAR fund has been established (new programs) or re-opened (recurring programs), students can make deposits into the account.

### Preapproval

After program approval, the program page will be available on the Office of Education Abroad website for students to review and apply for preapproval. All students must be preapproved through the Office of Education Abroad prior to making a deposit/payment toward the program.

### What is preapproval?

- Vetting process by the OEA to ensure the student meets [OEA study abroad requirements](#)
- Allows OEA to communicate with the Faculty Leader about interest in the program
- Creates a student portal on the OEA website so each student can monitor their requirements and progress through the full study abroad process

Preapproval is entirely online, free, and quick. Students access the preapproval 'Apply Now' button directly from the program's page on the OEA website.

### Updates, Moving Forward

Office of Education Abroad staff will send regular email updates about the study abroad process and timeline to ensure you are on-track to fill the program. OEA will hold information sessions with the Business Office personnel to discuss study abroad financial procedures and best practices. Faculty Leaders will receive invitations to events and the study abroad fair (November) and other related events as they are scheduled.

Faculty Leaders will receive regular email updates about students who are interested in their program, and can request a student preapproval list at any time.

**Faculty understanding and agreement**

Development of successful faculty-led programs relies on collaboration between several parties, including the Faculty Leader, Office of International Affairs, academic departments, the Office of Education Abroad, and others. The descriptions below provide a brief overview.

The responsibilities of the **Faculty Leader** include (but are not limited to):

- Leading the academics aspects of the program and information students of all programmatic details
- Establishing and executing the program budget.
- Creating academically relevant excursions and activities.
- Promoting/recruiting for the program.
- Collecting and reviewing applications, accepting students into the program.
- Attending the scheduled pre-departure orientation, holding some type of program orientation with students to share expectations and program/location-specific information.
- Teaching the course and attending all program-sponsored activities while abroad.
- Serving as the point of contact for students in need of academic, cultural, and/or personal guidance both on a scheduled and emergency basis.

The responsibilities of the **Offices of International Affairs and Education Abroad** include (but are not limited to):

- Providing an annual workshop for faculty leaders to discuss leader roles and responsibilities, as well as the suggesting timeline for program development.
- Coordinating an annual study abroad fair to highlight faculty (and other) programs.
- Maintaining the Faculty-Led Study Abroad Program handbook.
- Reviewing and assisting faculty with proposals before final submission.
- Providing student advising (Office of Education Abroad) for the program, including program and scholarship advising
- Providing emergency support while students and faculty are abroad.
- Ensuring that students and faculty leaders are enrolled in appropriate international health insurance.
- Serving as a resource to provide guidance for the Faculty Leader(s) throughout all aspects of the education abroad program cycle.

I understand and agree to the above responsibilities for the Education Abroad Faculty Director. I have also read the online Faculty-Led Program Handbook and understand all policies and guidelines.

Faculty Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MTSU Signature Study Abroad Program Proposal

FACULTY LEADER	
Name	
Rank	
Status at time of MTSU program	
MTSU College	
MTSU Department	
Campus Address	
Work Phone	
Cell Phone	
Emergency Contact	Name
	Phone

CO-LEADER (if applicable)	
Name	
Rank	
Status at time of MTSU program	
MTSU College	
MTSU Department	
Campus Address	
Work Phone	
Cell Phone	
Emergency Contact	Name
	Phone

## I. COURSE DETAILS

(please attach a separate sheet if there is not enough space on this page)

**Academic Discipline of Proposed Course**  
*(e.g. History, Journalism, Engineering)*

**MTSU Anticipated Course Number**  
*(ex: SOC 3050)*

**Number of Credit Hours**

**Level**  
*(LD, UD, or Grad)*

**Proposed Course Description**

*Please attach a copy of the course syllabus*

*If this is a new course not listed in the MTSU Catalog, please include documentation that the course has been approved by the appropriate curriculum committee.*

## Prerequisites or Other Course Requirements

Please provide any information describing the group(s) of students who are able to use this course towards their major, minor, or general education requirement.

Please provide a detailed explanation of how the program setting enhances the academic content of the course, and the relevance of the location to the course proposal. Attach additional pages if needed.

II. PROGRAM INFORMATION	
Anticipated Program Name	
Program Location ( <i>Cities and Countries</i> )	
Term	
Anticipated Dates of the Program	
Dates Program is In-Country	

**Will you be using a program provider or travel agency to organize your logistics?**

- ✓ If yes, please provide details and contact information for this organization.
- ✓ If no, who will be making the arrangements?

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**Please explain the faculty leader's familiarity with the country(ies) and total time spent in country previously.**

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**Please provide details regarding the on-site teaching facilities (if applicable).**

**Please explain the faculty leader's knowledge of local languages.**

- ✓ If no language skills, do you plan to provide an interpreter?
- ✓ If no language skills, please share your plans to successfully navigate while abroad.

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One of the goals of education abroad is to give students the opportunity to immerse themselves in the local culture of the host country.

**What immersion opportunities will your program provide for students, such as opportunities to meet locals, service-learning, language study, using public transport, cultural training, etc...?**

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**How will this program add to the current education abroad choices for MTSU students?**

*(A list of programs is on the [Office of Education Abroad website](#) and available from the Office of Education Abroad.)*

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**How will you select your students for the program?**



**The GPA requirement for all MTSU students on a short-term education abroad program is an Overall Combined GPA of 2.00. Do you plan to have a higher GPA requirement? If so, please state.**

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**Program notes/other *if applicable***

### III. HEALTH & SAFETY

**Does the U.S. Department of State have any travel advisories/warnings for the country(ies) you will visit? If yes, please explain.**

- ✓ [travel.state.gov](http://travel.state.gov), search for *travel advisories* and enter your intended country(ies)
- ✓ Current policy does not permit students to study abroad in any country or area designated as a travel advisory level 3 or level 4.
- ✓ Please note: Certain countries have an overall advisory level of 1 or 2 but may have specific areas where the level is higher. Please indicate if this is the situation in the country(ies) in your proposal.

**Does the CDC have any travel advisories for the country(ies) you will visit? If yes, please explain.**

- ✓ <https://wwwnc.cdc.gov/travel/>, use the *Where are you going?* drop box and select your country(ies)
- ✓ Current travel policy does not permit students to study abroad in any country or area designated a CDC travel advisory level 2 or 3

#### Nearest American Embassy or Consulate

List for each program country.  
Please add additional pages if necessary.

See: U.S. Department of State's Bureau of Consular Affairs home page [travel.state.gov](http://travel.state.gov) for detailed information.

**Address**

**Phone**

**Address**

**Phone**

### **In-Country Contacts**

Please list the names, addresses, and phone numbers of any contact persons, agencies, or institutions (tour guides, relatives, university or business personnel) in the country(ies) or city(ies). Please include whether or not they speak English.

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#### **Whom should students contact while abroad in the event of an emergency regarding their health or safety?**

- ✓ The students must be given a number where they can reach a local person 24 hours a day.
- ✓ We recommend that students have the Faculty Leader cell number as well as any local contact numbers.

**Does this program include excursions?**

**If so,**

- ✓ What steps have been taken to help ensure the safety of MTSU students participating in these excursions?
- ✓ Who will be conducting these excursions, and how has this person/company been vetted?

Recurring Programs – if excursions are the same as the previous year, please indicate.

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**Where will MTSU students be instructed to go in case of a medical emergency?** Please provide the address/phone number of local medical clinics, hospitals, etc...in each location of the program. Add additional pages if necessary.

#### IV. Budget

Faculty should thoroughly read and understand the Faculty Handbook including Appendix A, Budget and Financial information, on the Office of Education Abroad website and discuss any concerns with the Vice Provost for International Affairs and Office of Education Abroad Director prior to submitting the program proposal.

It is required that an editable version of the OEA budget excel spreadsheet be submitted with this proposal. This allows the OEA to work with faculty members to update and assist with any budget items before the program is approved.

While the OEA, VPIA, and IEEC will look through the proposed budget, it is ultimately the faculty leader's responsibility to understand the details and terminology in the packet and create an accurate budget for the program.

The phrases below are defined in the Faculty Budget Packet. In addition to the specified amounts below, please submit the detailed budget in an editable format that shows the entire breakdown of fees.

Overall Program Cost (OPC)	
Faculty Overall Cost (FOC)	
Faculty Expenses (FE)	
Student Program Fee (SPF)	
Student Overall Cost (SOC)	

#### V. Required Signatures

_____ Departmental Chair	_____ Date
_____ Academic Dean	_____ Date
_____ Graduate Dean/Chair of Graduate Counsel ( <i>if applicable</i> )	_____ Date
_____ Director, Office of Education Abroad	_____ Date
_____ Vice Provost for International Affairs	_____ Date