

## MTSU Signature Faculty-Led Education Abroad Program Proposal SUMMER/WINTER 2018

MTSU faculty members seeking approval to develop and administer an MTSU Signature short-term Faculty-Led Education Abroad program should scan/email this packet, along with any supplemental materials, to [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu) no later than the deadlines listed below.

It is important to note that 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 (see current IEEC representative list on International Affairs website, [www.mtsu.edu/intered/](http://www.mtsu.edu/intered/)).

### DEADLINES FOR SUBMISSION\*:

**Summer 2018/Spring Break 2018 program: September 1, 2017**

**Winter 2018-19/Fall 2018 program: February 15, 2018** (*students receive Spring 2019 semester credit*)

\*The dates listed above are **final deadlines**. We recommend earlier submissions. Please note that this program proposal is *only* for terms listed above.

A complete program proposal includes: (incomplete proposals will be not be considered)

- Attached Program Proposal with all five sections complete, including signatures of the Chair and Dean.
- Completed detailed EA budget spreadsheets *as described in proposal* – must be editable.
- Itinerary Form, Appendix A (*other itinerary formats are acceptable as long as all requested details are provided*)
- Copy of Faculty CV
- Copy of the syllabus and course description

### INSTRUCTIONS FOR PROGRAM PROPOSAL SUBMISSION:

Please **scan/email** the **complete, signed** MTSU Faculty-Led Program Proposal and **complete, editable** EA budget spreadsheet to [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu). The editable EA budget spreadsheet can be found on the EA website under [Faculty-Led Resources](#). Faculty members should *keep the original* Program Proposal for their records. Emailing the proposal will also allow the faculty member to keep track of the submission date. Incomplete or unsigned proposals will be returned. Upon receipt, the Office of Education Abroad will forward the Program Proposal to the VPIA for initial review and then ultimately to the IEEC for final approval. The OEA will communicate directly to the Faculty member regarding the status of the proposal.

**FACULTY UNDERSTANDING AND AGREEMENT**

Development of successful faculty-led programs relies on collaboration between several parties, including the faculty leader, IA Office, IEEC, academic departments, Office of EA, etc. The descriptions below provide a brief overview.

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

- Leading the academic aspects of the program and informing students of all programmatic details.
- Establishing and executing the program budget.
- Creating academically relevant excursions and activities.
- Promoting/recruiting for the program.
- Collecting/reviewing applications and accepting students into the program.
- Attending the scheduled pre-departure orientation.
- Teaching the course and attending all program-sponsored activities while abroad
- Serving as a 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 IA & EA** include (but are not limited to):

- Providing an annual October workshop for faculty leaders to discuss leader roles and responsibilities, as well as the suggested timeline for program development.
- Maintaining the Faculty-Led Handbook and reviewing proposals with the IEEC
- Providing student advising (OEA)
- Supporting program promotion and recruitment efforts
- Collecting student liability documentation and arranging the mandatory pre-departure orientation session at a predetermined date, time, and location.
- 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 EA Faculty Leader. I have also read the online Faculty-Led Handbook, including the Faculty Budget Packet, and understand all policies and guidelines.

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

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

*If more than one co-leader, please attach additional forms.*

## MTSU Faculty-Led Signature Education Abroad PROGRAM PROPOSAL

This document is set up so you can type answers into the fields below. If for some reason you cannot type in your responses, please attach your typed responses.

### FACULTY LEADER(S):

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Rank: \_\_\_\_\_

Status at time of MTSU program: (i.e. active or retired/emeritus): \_\_\_\_\_

MTSU College: \_\_\_\_\_

MTSU Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

\*CO-LEADER'S NAME (if applicable): \_\_\_\_\_ DOB: \_\_\_\_\_

Rank: \_\_\_\_\_

Status at time of MTSU program: (i.e. active or retired/emeritus): \_\_\_\_\_

MTSU College: \_\_\_\_\_

MTSU Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

\*If two faculty members are co-leading the same program but teaching different courses, please submit two proposals.

**I. COURSE(S) DETAILS:**

Academic Discipline of Proposed Course (e.g., History, Foreign Language, Journalism): \_\_\_\_\_

Specific MTSU Anticipated Course Number: (for example: SOC 3050): \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Level: (LD Lower Division; UD Upper Division and/or G GRAD): \_\_\_\_\_

Proposed Course(s) Description\* (Attach copy of syllabus):

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

Do students need to meet certain requirements or have taken prerequisite courses to participate? If yes, please explain.

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. PROPOSED PROGRAM INFO

Anticipated Program Name: \_\_\_\_\_

Program Location (Cities and Countries): \_\_\_\_\_

Term to be offered: \_\_\_\_\_

Anticipated dates of the Program: \_\_\_\_\_

Dates program is in-country: \_\_\_\_\_

Will you be using a program provider/travel agency\* to organize your logistics? If yes, please provide details and contact information of this organization. If no, who will be making the arrangements?

*\*Faculty leaders are strongly encouraged to use an OEA affiliate to develop their program. Faculty leaders who choose to work with outside companies/agencies for program development will be fully responsible for understanding and working with those organizations individually.*

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

Please provide details regarding the on-site teaching facilities.

Please explain faculty leader's knowledge of local languages. If no language skills, do you plan to provide an interpreter?

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 short-term program provide for students (i.e. opportunities to meet locals, service-learning, lodging in hostels or with local families, language study, using public transport, cultural training, etc.)?

How will this program add to the current education abroad choices for MTSU students? (List of programs are on the Office of EA website)

How will you select your students (application, interview, etc.)?

The GPA requirement for all MTSU students to participate on a short-term education abroad program is 2.0GPA. Do you plan to have a higher GPA requirement? If so, please state.

### III. HEALTH & SAFETY SPECIFICS

*Please contact OIA & OEA if any high risk sporting activities (i.e. mountain climbing) will be part of the program proposal.*

Address and telephone number for the nearest American Embassy or Consulate (see the U.S. Department of State's Bureau of Consular Affairs home page at <http://travel.state.gov> for detailed information).

**Names, addresses and telephones of any contact persons, agencies, or institutions** (tour guides, relatives, and university or business personnel) **in the country(ies) or city(s)**. Please include whether or not they speak English.

What inoculations/vaccinations are required and/or recommended by the CDC for travel to the overseas destination (see the Center for Disease Control web site for up-to-date information at <http://www.cdc.gov/>)?

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

Whom should students contact while abroad in the event of an emergency regarding their health or safety?  
(Note that students must be given a number at which they can reach a **local** person 24 hours a day)

Where will MTSU students be living? Will they be living with host country nationals or with other U.S. students? How has the security of student accommodations been evaluated?

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? How has this person/entity been vetted?

Where will MTSU students be instructed to go in case of a medical emergency? **Please provide address/phone number of local medical clinics, hospitals, etc.**



**IV. BUDGET**

Faculty should thoroughly read and understand the "Faculty Budget Packet" [on the OEA website](#) and discuss any concerns with the VPIA prior to submitting this program proposal. It is required that an editable version of the OEA budget excel document be submitted with this proposal. While the 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 specific amounts below, please submit the detailed budget which shows the entire breakdown of fees (there is a sample [on the OEA website](#) OR you can use your own to determine these requested amounts).

1. Overall Program Cost (OPC): \_\_\_\_\_
2. Faculty Overall Cost (FOC): \_\_\_\_\_
3. Faculty Expenses (FE): \_\_\_\_\_
4. Student Program Fee (SPF): \_\_\_\_\_
5. Student Overall Cost (SOC): \_\_\_\_\_

**V. REQUIRED SIGNATURES**

*OEA will obtain IEEC Chair signature.*

\_\_\_\_\_  
 Departmental Chair

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Academic Dean

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Graduate Dean/Chair of Graduate Counsel  
 (GRADUATE COURSES ONLY)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 IEEC Chair

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director of Education Abroad

\_\_\_\_\_  
 Date