

## MTSU Signature Faculty-Led Education Abroad Program Renewal SUMMER/WINTER 2019

MTSU faculty members seeking approval to renew a short-term MTSU Signature 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.

All MTSU program renewals are reviewed by the Vice Provost for International Affairs (VPIA), Office of Education Abroad (OEA) and the International Education and Exchange Committee (IEEC).

### DEADLINES FOR SUBMISSION\*:

Summer 2019/Spring Break 20189 program: **September 1, 2018**

Winter 2019-20/Fall 2019 program: **February 15, 2019**

\*The dates listed above are **final deadlines**.

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

- Attached Program Proposal with all sections complete, including required signatures
- Updated detailed EA budget spreadsheet - **MUST** be editable
- Updated program itinerary

### INSTRUCTIONS FOR PROGRAM PROPOSAL SUBMISSION:

Please **scan/email** the **complete, signed** MTSU Faculty-Led Program Renewal 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 [Signature Program 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

**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 RENEWAL

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: \_\_\_\_\_

**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): \_\_\_\_\_

*\*\*Please attach a copy of the course syllabus if it has been updated or changed\*\**

**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: \_\_\_\_\_

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

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/>)?

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.

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

***PLEASE NOTE:*** *If any of the program logistics (including lodging, facilities, major excursions, etc.) have changed, please attached a comprehensive update of these details. This information is essential for the risk management of these programs.*

#### IV. BUDGET

It is required that an editable version of the OEA budget excel document reflecting the updated pricing for the program be submitted with this renewal.

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.

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.**

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Departmental Chair

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Date

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Academic Dean

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Date

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

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Date

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IEEC Chair

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Date

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Director of Education Abroad

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Date