# Instructions

Short-term, faculty-led programs are programs where University of Missouri faculty or adjunct faculty provide academic instruction abroad for MU credit. These programs are typically up to eight weeks in length and are offered during the summer, winter break or spring break. This proposal application should be completed for programs that will be managed by an MU division rather than International Programs.

In accordance with the University of Missouri’s collected rules and regulations, the MU Chancellor has assigned the vice provost for International Programs the responsibility of reviewing and approving all proposed study abroad programs involving MU students. This decision was made to ensure that all new MU study abroad programs adhere to MU academic standards of best practices for education abroad programs in regard to student health, safety and security. This designation is outlined in the UM System Collected Rules and Regulations 210.070 [Guidelines for University of Missouri Sponsored Study Abroad Programs](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch210/210.070_guidelines_for_university_of_missouri_sponsored_study_abroad).

In accordance with this requirement, all MU faculty or staff members proposing new, short-term study abroad programs must complete the following application and submit it to International Programs to begin the review process.

The proposal will be reviewed by the director of study abroad. Final review and approval is completed by the vice provost for International Programs. **Programs may not be promoted prior to notification of approval.**

## Steps in the approval process

1. Meet with the appropriate representative from your division to discuss options available for your program.
2. Complete the Divisional Office Short-term Study Abroad Program Proposal.
3. Obtain signatures from your department chair and school director/college dean to confirm their endorsement of the proposed program.
4. Submit completed proposal and a copy of your proposed syllabus for review to:

Director of study abroad

MU International Programs

N52 Memorial Union

573-882-6007

[ayllonm@missouri.edu](mailto:ayllonm@missouri.edu)

For additional information or questions, please contact International Programs:

* Dr. Mary Stegmaier [stegmaierm@missouri.edu](mailto:stegmaierm@missouri.edu)
* Dr. Miguel E. Ayllon [ayllonm@missouri.edu](mailto:ayllonm@missouri.edu)

# Applicant information

Name: Click or tap here to enter text.

MU department: Click or tap here to enter text.

Title: Click or tap here to enter text. Email: Click or tap here to enter text.

Campus phone: Click or tap here to enter text. Campus address: Click or tap here to enter text.

**Alternate/additional faculty, staff or teaching/research assistant**

Name: Click or tap here to enter text.

MU department: Click or tap here to enter text.

Title: Click or tap here to enter text. Email: Click or tap here to enter text.

Campus phone: Click or tap here to enter text. Campus address: Click or tap here to enter text.

For additional faculty, staff or teaching/research assistants, please attach information on additional pages.

# Program information

Proposed program location (city, country): Click or tap here to enter text.

Term(s) you wish to first offer program:

Winter break year

Summer year

Spring break year

Proposed number of weeks: Click or tap here to enter text.

Frequency of program?  Consecutive years  Alternating years

# Academic information

Please submit a copy of your proposed syllabus (for each course you intend to offer) along with this completed proposal.

**Course one**

Department and number: Click or tap here to enter text.

Course title: Click or tap here to enter text.

Number of credits: Click or tap here to enter text.

Instructor: Click or tap here to enter text.

Prerequisites: Click or tap here to enter text.

**Course two**

Department and number: Click or tap here to enter text.

Course title: Click or tap here to enter text.

Number of credits: Click or tap here to enter text.

Instructor: Click or tap here to enter text.

Prerequisites: Click or tap here to enter text.

Suggested department(s) for cross-listing course (optional): Click or tap here to enter text.

Have your department and the MU Curriculum Committee approved your course(s)?  Yes  No

If yes, attach approval documents and copies of proposed syllabus for each course. If no, when do you plan to obtain this approval? Click or tap here to enter text.

Final program approval cannot be given until the proposed course(s) is approved by your department. Once completed, please submit a copy of your approval documents and final syllabus for each class to International Programs.

# MU program management

**Divisional office-administered programs:** The College of Agriculture, Food and Natural Resources; College of Business; College of Education; Office of Service Learning; and School of Journalism have study abroad staff who will assist faculty from within their divisions with all the logistical aspects of their program. International Programs provides the services mandated by the collected rules and regulations of the University of Missouri.

**Who will provide support for this program?**

Contact name: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

# Host university/organization contact

University/organization: Click or tap here to enter text.

Contact name: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

Address: Click or tap here to enter text.

Website: Click or tap here to enter text.

Describe the facilities and services to be utilized abroad (e.g., library, computers, accommodations):

Click or tap here to enter text.

# Proposal details

## Academics

Explain your rationale for choosing the proposed location(s) and course(s).

Click or tap here to enter text.

Provide three to five learning outcomes students can expect to experience on this program.

Click or tap here to enter text.

What is your experience in the proposed location(s)? When was the last time you visited and for how long?

Click or tap here to enter text.

How do you expect the location(s) to influence your teaching and students’ learning?

Click or tap here to enter text.

What is your target student population? Why will this program appeal to them? Will your course(s) fulfill major or minor requirements?

Click or tap here to enter text.

What is the desired itinerary for the program you are proposing? Include the dates or number of days in all locations and any tentative excursions. You can incorporate the itinerary into the structure of the syllabus if you prefer.

Click or tap here to enter text.

## Health and safety

Describe the health, safety or security considerations related to the location(s) you are proposing and how they may impact the program. You may wish to review information from the U.S. Department of State ([travel.state.gov](http://travel.state.gov)) and Centers for Disease Control and Prevention ([cdc.gov](http://cdc.gov)).

Click or tap here to enter text.

# Faculty member agreement

If selected to lead this program, I agree to read and carry out the responsibilities of a faculty program director as described in the [Field Guide for Faculty Program Directors](https://international.missouri.edu/documents/flp-field-guide.pdf) distributed by International Programs. I agree to:

* Assist with pre-departure preparation of students.
* Provide program information requested by International Programs by established deadlines.
* Attend the mandatory Health, Safety and Security in Faculty-led Study Abroad Programs workshop prior to the program’s departure (sessions held each fall and spring).
* Fulfill required duties while abroad as detailed in the Health, Safety and Security in Faculty-led Study Abroad Programs workshop and Field Guide for Faculty Program Directors.
* Notify International Programs in case of any emergency affecting the health, safety or security of an MU student.

Faculty name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# International Programs approval

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mary Stegmaier, Ph.D.

# Endorsement of department chair and school/college dean

**Statement about signature**

Your signature below indicated departmental or school/college approval for the proposed program. The department and school/college agree to support the program through promotional activities, academic advising, and course approval and scheduling.

**Endorsement of department chair**

Faculty name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Endorsement of school/college dean**

Faculty name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_