

INSTRUCTION GUIDE for:

New Faculty Led Program Proposal:

Domestic and International Programs

and

Faculty Led Program Updates and Renewal:

Domestic and International Programs

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CENTER FOR
EDUCATION
ABROAD & AWAY

 MINNESOTA STATE UNIVERSITY MANKATO

Table of Contents

<u>Memo</u>	3
<u>New Faculty Led Program Proposal (Domestic and International)</u>	4
<u>Faculty Led Program Update and Renewal</u>	7
<u>Supporting Documents</u>	7
<u>Faculty Leader Salary and Expenses</u>	10
<u>Student Budget: Domestic Programs</u>	10
<u>Student Budget: International Program</u>	10

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Memo

Dear Faculty Leader,

Thank you for your interest in leading a Minnesota State University, Mankato short-term program. The Center for Education Abroad and Away (CEAA) facilitates both international and domestic programs and the staff members are here to assist you.

This instruction guide will direct you throughout the process of completing your New Faculty Led Program Proposal and provide guidance to complete the Faculty Led Program Updates and Renewal form. Even if you have previously led a program, we ask that you take the time to read this guide in its entirety because some proposal procedures have changed.

The **New Faculty Led Program Proposal form** is for all domestic and international programs that have not previously run. This initial proposal is more extensive and gives CEAA and Global Education all the information needed for risk management and marketing purposes.

The **Faculty Led Program Updates and Renewal form** is for domestic and international programs that have been previously approved and funded.

Please note that the deadline for **ALL** faculty led programs for the following academic year (fall and spring programs) is **February 15**. You must submit the proposal (with signatures) to the Center for Education Abroad and Away office by this date in order to be considered for approval and funding. The summer faculty-led program deadline is **April 1**. Academic Affairs funding is not available for summer programs. Summer programs are currently funded through the summer funding model. The Global Education Advisory Council (GEAC) reviews all proposals and sends their feedback to the Dean of Global Education. The Dean of Global Education makes the final decisions and will send out final notifications as to the status of your application.

Procedure

1. Make an appointment with the director, Nancy O'Brien to discuss your program (new proposals or existing proposals that will be going through significant changes).
2. Read through this guide and complete the appropriate proposal form
3. Submit the complete approval packet to the Center for Education Abroad and Away (WH379)
A complete packet includes:
 - a. A completed proposal form
 - b. Completed supporting documents (including updates to itineraries and syllabus, if applicable)
 - c. Signed Academic Endorsements form – all signatures must be secured **before** submission
 - Programs with two faculty proposing from different departments require signatures from both department chairs/deans
 - Programs that include a graduate course, please secure the Dean of Graduate Studies' signature

After Program Approval

4. Participate in Faculty Leader Health and Safety Training
5. Submit Course Fee Request to CEAA (1 month before registration opens for your program)
6. Submit Destination Description to CEAA (1 month prior to departure)

CEAA looks forward to supporting you throughout your journey! Please feel free to contact us at any time with questions or concerns.

New Faculty Led Program Proposal (Domestic and International)

I. Program Overview

The program overview acts as a quick fact sheet for anyone reviewing your proposal.

To attract more students, be sure to title your program with a catchy name.

Be sure to check the correct proposed course term. For financial aid purposes, programs must run during specific dates for students to receive funding for the program. This becomes especially important when your program runs during winter break or after the Spring semester. (For example, if your program runs from December 28-January 3, it may actually be categorized as a Spring semester program and students cannot receive aid until the Spring semester financial aid disbursement date.)

For the proposed program cost, use the per-student program cost from the appropriate Student Budget form (found in the supporting documents section of the proposal or update and renewal).

If you are using a provider to help with logistics for your program, please provide the company's name, and the company representative with whom you are working, and their contact information.

You will calculate the total funding from Global Education using the Faculty Leader Salary and Expenses form (found in the supporting documents section of your proposal or update and renewal). Here are some things to keep in mind about funding:

- The Global Education Advisory Council (GEAC) reviews all proposals and offers recommendations only for approval or non-approval to the Dean of Global Education. The Dean will make final decisions on funding of faculty expenses for proposed programs and determines funding for each program. **FUNDING IS NEVER A GUARANTEE – and is becoming more and more competitive as the number of faculty-led programs increase.**
- Summer programs do not qualify for GEAC funding because summer tuition funds these programs.
- Funding is **ONLY** available **for the faculty leader(s) included on your proposal or update and renewal forms.** Leaders added to the program after the original proposal or update and renewal approval must find funding from other sources.

II. Faculty Leader Information

Please fill out this section as thoroughly as possible.

III. Executive Summary

This section has many purposes. Providing a great summary of your program will help CEAA and Global Education market your program later on. It also provides GEAC with a basis for recommending your proposal as solid or needs clarification/revisions.

In the last questions - **What level of student demand for this country/region do you expect? Please demonstrate demand in your answer.** Please be sure to include any anecdotal evidence that may convince GEAC that this program will be a success and will get students to enroll in the program.

IV. Academic Information

Please provide as much information on the course as possible. Although there may be some slight changes in course information, CEAA relies on this chart to provide necessary information for program marketing.

When creating your course, please keep in mind that if a course is approved a general education course, it may attract a broader range of students.

Although GEAC can recommend your program for funding from academic affairs, it cannot approve the curriculum of your program. Therefore, be sure to have any new courses approved by UCAP. If they have not been approved before the proposal is submitted, be sure to indicate that you have started the process.

CEAA and Global Education wants every program to be successful. Therefore, we ask that you think beyond your department and tell us which students might be interested in your program. We hope that every program is attractive to students beyond their own department and will draw students in for interdisciplinary learning.

V. Orientation Programming

All students participating in a study abroad or away program must attend an in-person pre-departure orientation organized by the Center for Education Abroad and Away, as required by University policy. Even if the program is a standalone course, students still must attend a pre-departure orientation before departing on the program. In these orientations, we talk about health and safety, student conduct and university expectations. If a student does not attend a pre-departure orientation, CEAA has the right to revoke the student's enrollment in the program. The University will not refund deposits for students who fail to attend pre-departure orientation.

Whether a domestic or international program, all students must receive an on-site orientation. Please detail what the orientation will look like for your program. CEAA understands that every program is unique and that not all orientations will be the same; however, every orientation should include the following:

- How to report an emergency;
- How and when to report a Title IX concern;
- Student expectation setting for the program; and
- Other topics as deemed appropriate by the faculty.

VI. Health, Safety and Security

Read through this agreement, including all hyperlinks, and reach out to CEAA for any clarification you may need. Risk management is increasingly important in today's world. Students and parents alike want to know that students will be safe when traveling abroad or away. Understanding University and Minnesota State policies is an important step to ensuring that your program is proactive in student safety and can react quickly if the need arise.

Please outline a contingency plan for any emergency on your program. If you are working with a program provider, they may be a great resource in preparing this part of your proposal. If you need guidance in creating a contingency plan, reach out to CEAA.

VII. Budget, Program Administration and Policies for Withdrawals and Cancellations

Students who wish to participate in your program **must first apply through the Center for Education Abroad and Away's on-line application system – called Terra Dotta (formerly known as Studio Abroad)**. CEAA staff members ensure that students meet the minimum requirements to participate on a study abroad or away program. If your program requires a different process, please contact CEAA. **Students should not be encouraged to register for the course or program until they have completed the program application AND been vetted by the faculty leader and a CEAA staff member.**

CEAA asks that you outline the refund policy, the cancellation policies, the medical/compassionate withdrawal policy, and behavior expectations. Some of these policies may depend on your program provider-i.e., refund policy and cancellation policy. You may want to ask your provider contact you for help in this section. These policies are required to be published for students and parents. CEAA and Global Education will also use these policies in the case of a student withdrawal or dismissal.

Please be aware that academic year programs (Fall and Spring) can apply for faculty funding from Global Education. Global Education can only fund the faculty that are included on your proposal and will not give additional funding if you add another leader or faculty member after your proposal submission.

Please complete the student budget for this program and show the total proposed per-student cost. Calculate this cost using the Domestic Student Budget or International Student Budget forms below. We realize that it may be difficult to provide budget details many months in advance; however, *provide your best estimates* and CEAA will work with you on budget specifics and modifications as the time for the program approaches. A final course fee request is due one month before student registration for you program begins.

IMPORTANT INSTRUCTIONS! Each department's administrative assistant has access to the information required below. Incomplete documents will not be accepted. ***When setting up the Course Input System (CIS), each course/section listed below must include a course message code of '86' to alert students to extra costs. In the CIS special message field, include the following: 1) course fee amount; 2) travel dates, and, if applicable; 3) any down payment and due date.***

Once Sections I-VII of this proposal are complete, you have completed your proposal. Be sure to double-check that you have all needed attachments.

VII. Academic Endorsements

Be sure to print your proposal and secure all signatures. Submit the original, signed copy to the Center for Education Abroad and Away (MH3) by the appropriate deadline.

Faculty Led Program Update and Renewal

I. Program Overview

The program overview acts as a quick fact sheet for anyone reviewing your proposal.

To attract more students, be sure to title your program with a catchy name.

Be sure to check the correct proposed course term. For financial aid purposes, programs must run during specific dates for students to receive funding for the program. This becomes especially important when your program runs during winter break or after the Spring semester. (For example, if your program runs from December 28-January 3, it may actually be categorized as a Spring semester program and students cannot receive aid until the Spring semester financial aid disbursement date.)

For the proposed program cost, use the per-student program cost from the appropriate Student Budget form (found in the supporting documents section of the proposal or update and renewal).

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- The Global Education Advisory Council (GEAC) reviews all proposals and offers recommendations only for approval or non-approval to the Dean of Global Education. The Dean will make final decisions on funding of faculty expenses for proposed programs and determines funding for each program. **FUNDING IS NEVER A GUARANTEE – and is becoming more and more competitive as the number of faculty-led programs increase.**
- **Student numbers matter. Please remember that a 10-student minimum is the goal for each program looking for faculty funding.**
- Summer programs do not qualify for GEAC funding.
- Funding is only available **for the faculty leader(s) included on your proposal or update and renewal forms.** Leaders added to the program after the original proposal or update and renewal approval must find funding from other sources.

II. Faculty Leader Information

Please fill out this section as thoroughly as possible.

III. Academic Information

Please provide as much information on the course as possible. Although there may be some slight changes in course information, CEAA relies on this chart to provide necessary information for program marketing. Always provide an updated syllabus and itinerary.

V. Orientation Programming

All students participating in a study abroad or away program must attend an in-person pre-departure orientation organized by the Center for Education Abroad and Away, as required by University policy. Even if the program is a standalone course, students still must attend a pre-departure orientation before

departing on the program. In these orientations, we talk about health and safety, student conduct and university expectations. If a student does not attend a pre-departure orientation, CEAA has the right to revoke the student's enrollment in the program. The University will not refund deposits for students who fail to attend pre-departure orientation.

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Please outline a contingency plan for any emergency on your program. If you are working with a program provider, they may be a great resource in preparing this part of your proposal. If you need guidance in creating a contingency plan, reach out to CEAA.

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Please be aware that academic year programs (Fall and Summer) can apply for faculty funding from Global Education. Global Education can only fund the faculty that are included on your proposal and will not give additional funding if you add another leader or faculty member after your proposal submission.

Please complete the student budget for this program and show the total proposed per-student cost. Calculate this cost using the Domestic Student Budget or International Student Budget forms below.

We realize that it may be difficult to provide budget details many months in advance; however, *provide your best estimates* and CEAA will work with you on budget specifics and modifications as the time for the program approaches. A final course fee request is due one month before student registration for your program begins.

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Once Sections I-VII of this proposal are complete, you have completed your proposal. Be sure to double-check that you have all needed attachments.

VII. Academic Endorsements

Be sure to print your proposal and secure all signatures. Submit the original, signed copy to the Center for Education Abroad and Away (MH3) by the appropriate deadline.

Supporting Documents

Faculty Leader Salary and Expenses

For each faculty leader, please calculate anticipated expenses – program fee, lodging, airfare, excursions, per diem.

Please consider the following while filling out this form:

- The Dean's Office should calculate and complete each leader's salary and expenses.
- For Fall and Spring programs, you can ask for Academic Affairs funding for your costs; however, requests for funding has been increasing steadily and this may impact the availability of funds for each program.
- Academic Affairs will only fund faculty leaders listed on this form. If the program adds a leader after GEAC has approved the proposal/update and renewal, the additional leader will need to find their own funding.

For both domestic and international programs, please remember:

- Round all costs up to the nearest dollar.
- When filling out your course fee sheet, Subtotal A is the Course Fee to be charged to the students.
- **IMPORTANT INSTRUCTIONS!** Each department's administrative assistant has access to the information required below. Incomplete documents will not be accepted. When setting up the Course Input System (CIS), each course/section listed below must include a course message code of '86' to alert students to extra costs. In the CIS special message field, include the following: 1) course fee amount; 2) travel dates, and, if applicable; 3) any down payment and due date.

Student Budget: Domestic Programs

Use this budget sheet only if you are conducting a program that is within the United States.

The categories in this budget are used to determine the course fee and possible additional financial aid for qualifying student. If a cost is not listed on this form, a student cannot receive financial aid assistance for that expense.

If you are working with program provider, ask them to break down the cost using the categories listed here.

Student Budget: International Program

Use this budget sheet only if you are conducting a program that is outside of the United States.

The categories in this budget are used to determine the course fee and possible additional financial aid for qualifying student. If a cost is not listed on this form, a student cannot receive financial aid assistance for that expense.

If you are working with a program provider, ask them to break down the cost using the categories listed in this form.