

## PROPOSAL FOR FACULTY-LED STUDY ABROAD PROGRAM

Follow the steps below to submit a program proposal.

1. **Complete proposal form:** Save proposal form as PDF.
2. **Follow Narrative instructions:** Use the [Narrative instructions](#) for full proposal. Include information pertaining to these sections:
  - 1) Background Considerations: Rationale, Viability, Sustainability
  - 2) Academic Profile
  - 3) Program Site
  - 4) Safety, Security, and Health
  - 5) Administration
  - 6) Student Learning & Development
  - 7) Markers of Success
3. **Include these supporting documents:**
  - **Budget Worksheet.** Work with the [Office of Study Abroad coordinator](#) for your program’s region and your college’s Study Abroad [Dean’s Designee](#) to develop the program budget. Also address how the proposed cost/value ratio reflects your college’s strategy.
  - **Map** showing itinerary/teaching sites.
  - **Email letters of support** from all Department Chairs and College Deans/Dean’s Designees offering courses on this program. Every department/college offering a course is considered a sponsor.
  - **Draft syllabus or outline** for each offered course.
  - **Draft itinerary** of program locations and activities.
4. **Submit forms, narrative, and supporting documents by the due date:**
  - Send the proposal form with the narrative and all supporting documents attached to the Executive Director, Office of Study Abroad at [patte151@msu.edu](mailto:patte151@msu.edu).
  - Email letters of support may be sent separately to the Executive Director, Office of Study Abroad at [patte151@msu.edu](mailto:patte151@msu.edu).

### TIMELINE

#### Program Proposals and Due Dates

Program proposed for:	Proposal due:
Fall Semester	October 31 the prior year
Winter Break	January 31 the prior year
Spring Semester	January 31 the prior year
Spring Break	January 31 the prior year
Summer Semester	August 15 the prior year

**Your proposal will not be reviewed until all items are received.**

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**GENERAL PROGRAM INFORMATION:**

Program title:			
Sponsoring dept(s) & college(s): <i>(every college offering a course on this program is considered a sponsor)</i>			
Program leader name:			
Campus address:		Campus phone:	
Email:		Cell phone:	
Program leader rank:		Check one: Fixed term      Tenure stream	
If Other, explain:		Check one: AN (12 mo)      AY (9 mo)	
Additional program leader name: <i>(if applicable)</i>			
Campus address:		Email:	Campus phone:
Program location(s): <i>(list all cities and countries)</i>			
Cooperating institution(s) abroad: <i>(if any)</i> :			
Majors from which students are likely to be drawn:			
Semester & year intended for start of program:	Select semester:	Select year:	
Frequency of Program Offering:			
Program Leader #1 accompanying group: <i>(check all that apply)</i>			
Name	Accepts students	On-site	Teaching
Program Leader #2 accompanying group: <i>(check all that apply)</i>			
Name	Accepts students	On-site	Teaching
Other staff assisting not on-site: <i>(check yes or no)</i>			
Name	Accepts students	YES	NO

**PROGRAM DETAILS:**

MSU Students only:	YES	NO	Minimum GPA required:
Graduate credit offered:	YES	NO	Tentative arrival date: <i>(month/day/year)</i>
Graduate students only:	YES	NO	Tentative departure date: <i>(month/day/year)</i>
Program length in weeks:	Primary sponsor:		
Number of MSU credits:	MIN:	MAX:	Physical requirements <i>(select one)</i> :
Anticipated student enrollment:	MIN:	MAX:	

Forms which are required with student application: <i>(list all required forms: ex. essay/statement of purpose, homestay questionnaire, copy of passport, etc)</i>		
Housing options: <i>(check all that apply)</i>		
Apartment/Townhouse	Field/Research Station	International House
Cabins/Chalet/Cottage	Homestay	Research Vessel/Riverboat
Campsite/Tent	Hostel	Residence Hall
Conference Retreat Center	Hotel/Motel/Bed & Breakfast	Other <i>(list)</i>
Session requirements: <i>(list all requirements: ex. pre-requisite coursework, language pre-requisite, major(s), standing (fresh/sophomore/junior/senior/grad), etc)</i>		
Language(s) in which courses will be taught : <i>(list all languages, other than English)</i>		
Check all experiences that you anticipate will be included in your proposed program: <i>(check all that apply)</i>		
Service Learning	Internship	Foreign Language Instruction
Undergraduate Research	Community Engagement	

**COURSES TO BE OFFERED ON PROGRAM:**

NOTE: Course Syllabus/syllabi must be attached. If complete syllabi are not yet developed, please attach a general course outline for each course.

Course Title	Course Code	Course Number	Number of Credits

For OSA Use Only	Date Received
Proposal form	
Narrative	
Budget worksheet	
Map	
Chair's letter	
Dean's/Dean's Designee letter	
Syllabi/course outlines	
Itinerary	