

## Submitting a Proposal for an MSU Co-Sponsored Study Abroad Program

The Michigan State University Office of Study Abroad (OSA), in partnership with MSU academic units and colleges, facilitates and develops study abroad programs. Study abroad program proposals should originate with MSU faculty and should carry the endorsement of appropriate departmental and college administrators. All MSU study abroad credit-bearing programs are administered by OSA.

**Co-sponsored study abroad programs** are programs in which the academic instruction is not provided by MSU faculty or specially-contracted host institution faculty. Examples of *co-sponsored* programs include exchange programs, direct enrollment in a foreign university, and consortial or provider programs, such as those arranged by organizations like CIEE and IES. Once approved, co-sponsored study abroad programs at MSU will convey MSU credit and grades for the subject areas included in the co-sponsored arrangement.

OSA welcomes early, informal consultation by faculty and units for program planning and encourages coordinated programming among departments.

### **Review Procedures:**

Review of formal program proposals takes place on a rolling cycle during the year. When completed proposals are received, they will be reviewed as follows.

Academic units and colleges are responsible for review of program and course subject matter and instructional delivery methods. Program proposals supported by the dean(s) of the sponsoring MSU college(s) and chairperson(s) of the sponsoring academic departments are submitted to the Director of OSA. Completed proposals will be reviewed by relevant MSU faculty and staff, including those familiar with the geographic area and/or subject matter of the proposal program, the Director of OSA (for overall proposal strength), relevant OSA program coordinator (for feasibility of program logistics, cost, and marketing), and the OSA/ISP Travel Security Analyst (for review of any health or safety concerns. Leaders of programs located in rural locations or in areas with high health risks should consult with the OSA/ISP Travel Security Analyst in the early planning stage). Following this review, viable proposals will be forwarded to the Dean of ISP for review and final approval. In addition, programs which involve an exchange component of any kind will need to have the exchange agreement approved by the Advisory/Consultative Committee of ISP (see instructions at the end of this document).

Once a **complete** program proposal is received in OSA, a final decision regarding approval takes an average of one month, depending on reviewers' availability and need for program revisions. In order to be approved in time for sufficient marketing and program planning, proposals should be submitted **one year in advance of the planned program start date**. Early submission of proposals is critical due to the complexities of developing any new program. Proposals can be accepted less than one year in advance, but program publicity and student planning, including student access to financial aid, may be adversely affected by late program approvals. **New programs cannot be advertised or marketed to students until final approval is received.**

### **Role of the Risk and Security Assessment Committee (RSAC)**

1. **Travel warnings:** MSU does not generally operate or endorse programs in countries with U.S. Department of State Travel Warnings. All programs proposed or occurring in countries with a Travel Warning must review the Travel Warning Suspension Policies and Waiver Application Process. Appeals for a waiver are made to the Risk & Security Assessment Committee. If the Committee concurs that a waiver to the Travel Warning

policy should be granted, it may recommend approval of the request to the Provost. The Provost makes the final decision on all Travel Warning policy waiver requests.

2. **Broad review authority:** In addition to reviewing all programs proposed or occurring in countries with Travel Warnings, the RSAC will review programs in countries where no other study abroad activities presently occur, in locations where health, safety, or security may be of particular concern, or in regions/cities of individual countries with significant levels of health, safety, or security concerns as identified by the U.S. Department of State, the Center for Disease Control and Prevention or any other reputable body or individuals that express a valid concern about the program or location.
3. **RSAC review notification:** The Director of Study Abroad, in consultation with the International Analyst for Travel Health, Safety and Security, The University Physician and the Dean of International Studies and Programs will determine which proposals require review by the RSAC. The International Analyst for Travel Health, Safety and Security will guide faculty through the RSAC review process.

### **Submission Procedures:**

Faculty members interested in proposing a new MSU co-sponsored study abroad program will need to submit:

1. a **completed program information page** (attached)
2. a **narrative** of no longer than seven pages which addresses the nine issues listed below
3. A **map** of the country where the program is located, with the program's location clearly marked. This is not necessary for programs in well known locations, such as the capital city or other major metropolitan areas in the target country.
4. **letters of support** from the appropriate chairperson and dean or deans' designee indicating department (if applicable) and college commitment to long-term support of the program
5. a proposed **budget** for the program using the OSA budget template (contact the OSA Business Manager, at 432-5165, for assistance in developing the budget)
6. a **completed and signed Subject Code Approval sheet** (obtain the current one for your college from Barbara Patterson in OSA, [patte151@msu.edu](mailto:patte151@msu.edu))
7. a **list of courses** that have been approved for MSU equivalencies. Include both the host institution courses and MSU equivalencies.

### **NARRATIVE INSTRUCTIONS**

Evaluation of proposals will focus on a number of key issues, each of which must be addressed in the proposal narrative. Please address each of these key issues in the order they are presented below:

1. Specify the **learning objectives** of this program, including cross-cultural and, where applicable, foreign language learning goals (refer to "Goals of Study Abroad" available on-line at [http://studyabroad.msu.edu/people/SA\\_goals.pdf](http://studyabroad.msu.edu/people/SA_goals.pdf)). Define the program in terms of program subject matter area or areas of study which this co-sponsored program will cover. Include references to MSU subject codes (e.g. French (FRN), Economics (EC), Political Science (PLS)). Use check-list of possible subject codes provided by OSA. Specify the academic unit(s)/faculty(ies) in the host institution that will be the main focus of the program.
2. Discuss whether this program will/should have any **relationship to other MSU study abroad programs** in the host country and in the subject matter area. You can contact OSA to determine if any potential overlap exists. Specifically address: a) opportunities for cooperation with other MSU programs and departments (or those of other

- universities) in the locale, and b) potential undesirable consequences of competing with established MSU programs for interested students.
3. Describe any **foreign language prerequisites** for this program, if applicable.
  4. Summarize the sponsoring unit's assessment of the **quality of the institution**, or of the areas of proposed study (include assessment indicators/criteria). There are many ways to document institutional quality or reputation. Select one or more means of doing so from those below (or others). The Office of Study Abroad (OSA) can assist academic units with compiling the requested information.
    - \* Institution or program accreditation? If so, by which accreditation board?
    - \* Institution or program ranked by country or regional/world sources? (by whom & the rank)
    - \* Does the institution have exchange or other enrollment relationships with any CIC institution or other high quality U.S. American institutions?
    - \* Other evidence of institutional or program quality or general reputation as appropriate.
  5. Give a brief description of the **program environment** (including student accommodations and meal arrangements; availability of accessible grocery/daily incidentals shopping; availability of public transportation; opportunities for interaction with locals; etc.) as well as of logistical arrangements which addresses issues of **health, welfare, safety, and security of students**. Note required and recommended vaccinations (this is also important in determining the budget). Additional topics to address are the security of housing (gates, guards, swipe keys, porter, etc.) and/or transportation risks (group and individual, public and private). Refer to the U.S. Department of State's Country Information Sheets for information on crime and other travel hazards.
  6. Describe the minimum, as well as desirable, **student qualifications** for participation in the program.
  7. Provide a substantiated estimate of likely **student enrollment** initially and in subsequent years.
  8. List the primary person(s) taking responsibility for **recruiting** students. Also provide a reasonably detailed description of the plan to be used for recruitment.
  9. **Student preparation and post-experience follow-up**. Describe any pre-departure preparation students will receive in addition to the generic/general orientation program provided by OSA. Describe any planned post-program activities/events that are designed to help students process their study abroad experience.
  10. Describe how the sponsoring MSU department and college will **evaluate** the program and **assess** student learning outcomes.

### **SPECIAL CONSIDERATIONS FOR DEVELOPING A "TWO-WAY" STUDENT EXCHANGE PROGRAM**

Upon approval of the proposed program, the following additional documents are required before the program can commence. While these documents can be initiated before final program approval, it is suggested that signatures from the international institution NOT be collected until after MSU has fully vetted the program. For assistance with this process contact Adedayo Adekson in the ISP Dean's Office ([adeksona@msu.edu](mailto:adeksona@msu.edu)) and/or Elizabeth Plagwitz in the Office of Study Abroad ([plagwitz@msu.edu](mailto:plagwitz@msu.edu)).

1. Two Way Exchange Agreement  
[http://www.isp.msu.edu/globalengagement/documents/mod\\_two.doc](http://www.isp.msu.edu/globalengagement/documents/mod_two.doc)

2. ISP A/CC form  
<http://www.isp.msu.edu/globalengagement/documents/ISPACCREVIEWINFORMATIONFORM.doc>
3. International Student Exchange Administration Agreement (Balance Agreement)  
[http://www.isp.msu.edu/globalengagement/documents/EXCHANGE\\_AGREEMENT\\_FORM.doc](http://www.isp.msu.edu/globalengagement/documents/EXCHANGE_AGREEMENT_FORM.doc)

Send completed proposal packet to:

**Executive Director, Office of Study Abroad  
109 International Center  
tel: 432-4346  
fax: 432-2082  
e-mail: patte151@msu.edu**



10. Narrative/budget/college approvals: All proposals must include this information page; a narrative; a proposed budget; map of the country/program locations (if applicable); letters of support from the sponsoring department's chair and dean or the dean's designee of the sponsoring college; list of approved courses and MSU equivalencies; and a signed Subject Code Approval sheet, as described on the cover sheet. Contact OSA for the appropriate Subject Code Approval Sheet.

---

**FOR OSA USE ONLY**  
(indicate date received for each item)

\_\_\_/\_\_\_/\_\_\_ Program Information Page

\_\_\_/\_\_\_/\_\_\_ Narrative

\_\_\_/\_\_\_/\_\_\_ Letter from Chair(s)

\_\_\_/\_\_\_/\_\_\_ Map(s)

\_\_\_/\_\_\_/\_\_\_ Letter from Dean or Deans' Designee(s)

\_\_\_/\_\_\_/\_\_\_ Program Budget

\_\_\_/\_\_\_/\_\_\_ Subject Code Approval sheet

\_\_\_/\_\_\_/\_\_\_ Course list