Faculty-Led Study Abroad Development Program

Missouri S&T has committed to doubling the number of students who receive academic credit for study abroad by 2020. To help advance that goal, faculty members are invited to submit a proposal for a new study abroad course/program. Grants in the amount of $5,000 each are available to help defray the costs associated with the development of such a program, and will be made available to faculty members as a one-time transfer of funds. Faculty members receiving this award will be expected to work with the Office of International and Cultural Affairs throughout the implementation of the proposed study abroad program.

Purpose and Funding Limitations
Developmental grants are intended to allow the faculty member to support the curricular development necessary to launch a new study abroad program. The funding can be used for travel to the designated country, identifying contacts, selecting housing, and planning student activities. Any travel incurred in conjunction with this award should help ensure that issues related to student safety are carefully considered and that planned activities meet the proposed learning outcomes of the course.

All travel-related expenses incurred as part of the development process must be covered by the grant funds, as additional funding is not available through this award. However, academic departments could be invited to offer matching funds. These developmental grants are intended solely to generate new programs. Faculty members who have previously led study abroad trips and who want to compete for this developmental grant must ensure that their proposal differs markedly from any study abroad trip/course they have already delivered to S&T students.

Eligibility and Program Requirements
All S&T faculty members are eligible to apply for a study abroad development grant. The proposed study abroad program must include at least one academic course worth a minimum of 3 academic credits, although it may be worth more. In addition, the proposed program should be at least 14 days onsite to allow S&T students to fulfill a key requirement for the Global Studies Minor. Any course from any department is eligible for consideration; however, the faculty member is encouraged to develop clear learning objectives that promote global competencies.

In addition to the development grant, all S&T faculty members who lead study abroad trips will receive compensation for teaching the course. This compensation may vary based on a variety of factors, including student enrollment in the course and whether the course is included in the faculty member’s regular teaching assignment. Compensation will be determined in conjunction with the faculty member’s department chair, Dean’s office, and the Office of International and Cultural Affairs.

Programs which do not have sufficient student enrollment to cover all program costs may be canceled. Programs with more than 15 students per program director may be required to have an additional faculty member, staff member, or student assistant to assist with oversight of the program. Please note that proposals to destinations that have a U.S. Department of State travel warning will only be considered with approval from the Office of the Provost.
Proposal Format
To submit a proposal for this developmental grant, please complete the electronic proposal form which can be found on the Office of International and Cultural Affairs’ website (http://international.mst.edu/facultyresources/). The proposal will consist of three parts – a cover page, brief responses to a list of specific questions, and a general overview of the proposed program as detailed below.

Part I – Cover Page
The cover sheet will provide the following information:

- Faculty member’s name, academic department, and contact information
- Name of the course(s), prerequisites, and number of student credit hours
- Destination(s) and explanation of why the course should be offered in this location
- Approval signatures from the department chair and a designee of the Dean’s office

Part II – Program Specific Questions
Applicants should be prepared to answer the following questions which are included in the Missouri S&T Faculty-Led Study Abroad Program Proposal Form

- Is this an existing course or an experimental course?
- Do you know of any existing study abroad experiences at S&T that are similar?
- Are students required to have foreign language skills to participate? If so, at what level?
- When do you plan to offer the study abroad program? (e.g., a summer short course, during the winter intersession, or a semester-long course?)
- How soon would you like to launch this course?
- How many days do you anticipate the students will spend abroad?
- Is there an ‘on campus’ component to the course? If so, please explain?
- Are you targeting any specific category of students (e.g., students in a particular major, who have taken a certain course, or who share a particular interest)?
- Will this program count towards a minor or major for students in your department?
- Can students from other University of Missouri campuses participate?
- How would you envision helping to market this study abroad opportunity?
- What types of activities outside of “class” would students participate in?
- Are there professional development opportunities for students who participate?
- Are there any collaborative elements with other faculty members on campus or on other University of Missouri campuses?

Part III – General Overview of the Proposed Program
The overview should be no more than 750 words in length. A preliminary budget is encouraged. The overview should provide:

- A general description of the course, its goals, and its potential outcomes for and benefits derived by students.
- A brief summary of the applicant’s qualifications for developing the program and reasons that the proposal should be funded.
- A description of how the program would benefit your department and the university.
- Any additional information that demonstrates benefits to students or ways to ensure the long term viability of the program (e.g., strategies to keep the program affordable, unique development activities, or opportunities to strengthen S&T partnerships).
Deadlines and Selection Criteria
Proposals for development grants should be submitted to the Office of International and Cultural Affairs, and are now being accepted. The final deadline for submission of proposals is February 1, 2017. Proposals received after this date will only be considered if funding remains available. Proposals should be submitted to Susan Potrafka by email to susanp@mst.edu or by campus mail to the Office of International and Cultural Affairs in 104 Norwood Hall. Proposals will be reviewed by S&T’s Study Abroad Committee, and awards are expected to be made by March 1, 2017.

The committee will review each proposal based upon the following criteria:

- Does the proposed program meet the “International Experience Requirement” for a Global Studies Minor (i.e., a minimum of 14 days in a foreign country)? Will participating students earn at least 3 academic credits? And is the program designed to fulfill the experiential learning requirement for undergraduate students?
- Is the proposed course likely to appeal to S&T students and meet a requirement for graduation?
- Does the course have clear learning outcomes for students that include global competencies, such as the ability to problem-solve in a cross-cultural context?
- Is the proposed course exciting, innovative, and likely to foster creativity and collaboration among faculty and students at Missouri S&T?
- Does the proposal consider the safety and security of student participants?
- Does the proposal include a marketing plan that allows the program to recruit a sufficient number of students to be successfully implemented (a minimum of 12 students is suggested)?

Post Award Information
After the faculty member has received the award and concluded their initial development work (including travel, as appropriate), a detailed plan of the study abroad program, including itinerary and budget must be submitted to the Office of International and Cultural Affairs. The plan should be submitted at least nine months prior to students traveling abroad in order to allow sufficient time to obtain necessary approvals and to market the program. For the current award period, detailed program plans must be submitted no later than August 15, 2017 in order to provide time for program planning. Guidelines for writing this plan, including a projected budget format, will be provided at the time of the development grant award.
Programs which are funded must be implemented within two years of receiving the grant.

If you have any questions about this program or the process of developing a proposal, please contact Dr. Jeanie Hofer, Assistant Vice Chancellor, Office of International and Cultural Affairs, at jeanie@mst.edu.