

METROPOLITAN STATE UNIVERSITY OF DENVER

STUDY ABROAD COURSE APPROVAL FORM

Instructions:

1. Please consult with the Office of International Studies (OIS) and read the Study Abroad Policies and the Study Abroad Guide for Faculty before submitting this proposal.
2. Submit this completed form to the Department Chair and the Dean for approval.
3. **It is the department's responsibility to assure that the academic content of the course meets academic standards of the department and university.** The academic content of the proposal, apart from the learning experiences that advance International Studies Program Learning Outcomes, will not be further reviewed by the OIS and the University International Education Committee.
4. With this form the faculty must submit:
 - An approved regular or omnibus course syllabus (i.e. with signatures)
 - A detailed student syllabus.
 - A detailed trip budget and supporting documentation.
 - A detailed daily itinerary that will be provided to students.
 - Student Satisfaction Evaluation Form.
 - Documentation of logistical arrangements.
5. If the study abroad trip allows for credit for more than one course, then submit a separate proposal form for each course.
6. As you design your course, you should consult with an adviser in the Office of International Studies who will help you prepare a daily itinerary and a trip budget, and also assist in making logistical arrangements for your trip abroad. The detailed daily itinerary will be made available to students.
7. Once approved by the Dean, this form will be forwarded to the Office of International Studies by the specified deadlines.
8. After the approval of the application by the University International Education Committee and the Provost's Office, the packet will be sent to the Office of the Extended Campus, the Office of Financial Aid and Scholarships, and the Accounting Office.

STUDY ABROAD COURSE APPROVAL FORM

Course number & title:			
For semester/year:		Timing option:	
Faculty director & dept.:			
Ext.:		Campus Box:	Email:
Check one-		New Course:	Repeat Course:

Academic Department Chair (*Department ascertains that this proposal meets academic requirements.*)

Chair Signature _____ Date _____

School Dean

Recommend approval: _____ Yes _____ No

Have the following concerns: _____

Dean Signature _____ Date _____

PLEASE FORWARD TO THE OFFICE OF INTERNATIONAL STUDIES.

University Committee on International Education (*FOR NEW COURSES ONLY*)

Recommend approval: _____ Yes _____ No

Have the following concerns: _____

Chair Signature _____ Date _____

Office of International Studies

Recommend approval: _____ Yes _____ No

Have the following concerns: _____

Exec. Director Signature _____ Date _____

Academic Affairs

 Provost and Executive V.P. for Academic Affairs (or designee) Signature _____ Date _____

University Approval (*FOR NEW COURSES ONLY*)

 Provost and Executive V.P. for Academic Affairs (or designee) _____ Date _____

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STUDY ABROAD COURSE APPROVAL FORM

Course number(s):			
Course title(s):			
Semester (for credit) and timing option:		Credit hours:	
Countries of travel:			

Are there any current State Department travel advisories for the countries of travel?	
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Faculty leader

NAME:			
Position and Department:			
Phone:		Campus Box:	
Email:			

Qualifications and experience of faculty leader

See next page [4a]

Faculty co-leader or assistant (If applicable)

NAME:			
Department:			
Phone:		Campus Box:	
Email:			

Qualifications and experience of faculty co-leader or assistant (if applicable)

See the following page [4b]

Qualifications and experience of faculty leader

Qualifications and experience of faculty leader co-leader or assistant *(If applicable)*

International learning outcomes

Students who study abroad will be able to:

1. Assess how the host country experience contributed to personal growth and awareness of self as a member of the global community.
2. Recognize different cultural practices and explain why other cultures value these practices.

How will these international learning outcomes be assessed?

In your post-trip report to OIS you must report on the assessment of international learning outcomes. There are some online instruments that may be helpful. Consult with OIS.

Dates of international travel

Leave Denver:

Return To Denver:

Note: If the travel dates clash with other classes or final exams, then student participants will be required to obtain written authorization from their instructors giving them permission to miss the classes. OIS will provide you with a standard signature form for this.

Academic schedule

*Note: In the field-hours column, show **actual** hours. Total field hours are then normally divided by 2 to convert to academic contact hours. This academic schedule should show academic content only, and is **not** a detailed itinerary. However, you should separately prepare a detailed daily itinerary, showing both the academic schedule and all logistics. This is the itinerary will be provided to the students. Separately submit this more detailed itinerary to the OIS.*

Pre-departure Schedule:

Date	Time	Activity	Faculty Base Contact Hrs	Field Hrs
<i>Example: 2/01/2021</i>	<i>2-4pm</i>	<i>Tropical climates & ecosystems Presentation guidelines and topics</i>	2	1

Date	Time	Activity	Faculty Base Contact Hrs	Field Hrs
		Total hours pre-departure		

International Schedule:

*Note: This academic schedule should show daily lectures and field trips only, and is **not** a detailed itinerary.*

Date	Time	Activity	Faculty Base Contact Hrs	Field Hrs
<i>Example:</i>	6:30–7:30am	<i>Bird watching hike</i>		1
<i>3/24/2021</i>	8:30–11:30am	<i>Finca La Bella Coffee and Sustainable Farm Tour</i>	1	2
		Total hours international		

Post-travel Schedule: *delete if not relevant*

Date	Time	Activity	Faculty Base Contact Hrs	Field Hrs
<i>Example:</i>				
04/01/13	2–4pm	<i>Student presentations and discussion</i>	2	

Date	Time	Activity	Faculty Base Contact Hrs	Field Hrs
		Total hours post-travel		

Amount of academic credit:

Justification for credit: *(Total contact hours = lecture hours + [0.5 × field hours]. Some departments may use a different conversion factor for field hours.)*

	Actual hours	Contact hours
Pre-departure faculty base		
Pre-departure field		
International faculty base		
International field		
Post-travel faculty base		
Post-travel field		
Total contact hours		

Participant numbers:

Minimum number of participants for course to proceed:

Maximum number of participants for course to proceed:

Estimated TOTAL student cost for this program: (plus fees)

Note: You will work with the Office of International Studies to determine a comprehensive budget for your study abroad program. The estimated student cost entered above should be based on the minimum number of participants, and include all costs for travel (even if students are making their own travel arrangements), room and board, tuition, and any other costs that you anticipate students will incur. The amount of Financial Aid for which students are eligible is based on this estimated total student cost.

Attachments: See page 1 for the list of items to be attached.