**METROPOLITAN STATE UNIVERSITY OF DENVER**

***STUDY ABROAD COURSE APPROVAL PACKET***

**Instructions:**

* Please consult with the Office of International Studies (OIS) (thobhana@msudenver.edu) and read the Study Abroad Policies and the Study Abroad Guide for Faculty before submitting this proposal.
* Submit this completed form to the Department Chair and the Dean for approval.
* **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.
* Checklist of items to be reviewed in preparation of this application and to be submitted with the application and submitted with this form. Please initial each item completed.
* Review of Faculty Guide for Study Abroad Courses and Study Abroad Policies. \_\_\_\_\_\_\_
	+ An approved regular or omnibus course syllabus (i.e. with signatures) \_\_\_\_\_\_\_\_
	+ A detailed student syllabus. \_\_\_\_\_\_
	+ A detailed trip budget and supporting documentation. Please submit your budget in three tables: (i) amounts to be collected from students and deposited in an MSU Denver account; (ii) amounts to be paid directly by the students; (iii) deadlines for collecting and distributing funds to program providers. Also, please describe your refund policies.
	+ A detailed daily itinerary that will be provided to students.\_\_\_\_\_\_\_
	+ Student Satisfaction Evaluation Form.\_\_\_\_\_
	+ Documentation of logistical arrangements, including airfare quotes, local support providers etc.\_\_\_\_\_
	+ If your program involves signing a formal agreement with a program provider, you (or budget person in your department) must submit the draft agreement on Workday to the Contract Manager as soon as you receive it from the provider for review and approval by MSU Denver’s Contract Office\_\_\_\_\_\_
* If the study abroad trip allows for credit for more than one course, then submit a separate proposal form for each course.
* 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 can assist in making logistical arrangements for your trip abroad. The detailed daily itinerary will be made available to students.
* Once approved by the Dean, this form will be forwarded to the Office of International Studies by the specified deadlines.
* 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 Innovation and Lifelong Learning (ILL) and the Accounting Office. A special Worktag (account) will be set up for the account.

**Course Information and Signature Page**

|  |  |
| --- | --- |
| **Course number & title:** |  |
| **For semester/year:** |  | **Timing option:** |  |
| **Faculty director & dept.:** |  |
| **Ext.:** |  | **Campus Box:** |  | **Email:** |  |  |
| **Check one-** |  | **New Course:** |  | **Repeat Course:** |  |  |
| **Check one-** |  | **Department Course:** |  | **Cash-funded/ I&LL 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  |
| After Chair & Dean sign, forward packet to 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 |

**Detailed Course Information**

|  |  |
| --- | --- |
| **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?** \_ Yes \_ No |

|  |
| --- |
| **Would you be interested in having participants from the community-at-large?** \_ Yes \_ No |

**Faculty leader**

|  |  |
| --- | --- |
| **NAME:** |  |
| **Position and Department:** |  |
| **Phone:** |  | **Campus Box:** |  |
| **Email:** |  |

**Qualifications and experience of faculty leader**

Describe the proposer’s knowledge of and experience in the program countries and/or other international experience that qualifies the proposer to lead this program. If the program involves travel to a non-English speaking country, indicate the faculty member’s proficiency in that language.

**Faculty co-leader or assistant** (If applicable)

|  |  |
| --- | --- |
| **NAME:** |  |
| **Department:** |  |
| **Phone:** |  | **Campus Box:** |  |
| **Email:** |  |

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

Describe the proposer’s knowledge of and experience in the program countries and/or other international experience that qualifies the proposer to lead this program. If the program involves travel to a non-English speaking country, indicate the faculty member’s proficiency in that language.

**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 number 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 addition to individual course objectives, there is an OIS Qualtrics for students to complete. OIS will share collected information with faculty.*

Shareable Link [anonymous responses] <https://msudenver.qualtrics.com/jfe/form/SV_4IrTc4zVtHfPJFr>

*In your post-trip report to OIS you must report on the assessment of international learning outcomes.*

**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** |
| --- | --- | --- | --- | --- |
| Example: |  |  |  |  |
| 02/01/13 | 2–4pm | Tropical climates & ecosystemsPresentation guidelines and topics | 2 |  |
|  |  | Insert or delete rows as necessary |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **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** |
| --- | --- | --- | --- | --- |
| Example: |  |  |  |  |
| 03/24/13 | 6:30–7:30am | Bird watching hike |  | 1 |
|  | 8:30–11:30am | Finca La Bella Coffee and Sustainable Farm Tour | 1 | 2 |
|  |  | Insert rows as necessary |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **Total hours international** |  |  |

**Post-travel Schedule:** delete if not relevant

| **Date** | **Time** | **Activity** | **Faculty Base Contact Hrs** | **Field****Hrs** |
| --- | --- | --- | --- | --- |
| Example: |  |  |  |  |
| 04/01/13 | 2–4pm | Student presentations and discussion | 2 |  |
|  |  | Insert rows as necessary |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | **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:** With this form the faculty must submit:

* + An approved regular or omnibus course syllabus (i.e. with signatures)
	+ A detailed student syllabus.
	+ A detailed daily itinerary that will be provided to students.
	+ Student Satisfaction Evaluation Form.
* Documentation of logistical arrangements
	+ A detailed trip budget and supporting documentation.
* Refund policy