# Program leader information

Missouri S&T Study Abroad guidelines recommend one program leader per 10 to 15 students, depending on the level of on-site logistical support. If your program is intended to serve more than 15 students, you may consider including a second program leader, graduate assistant or student assistant. Note that additional program leader or support staff incurs additional costs for the students participating on the program.

## Primary program leader

Name: Click or tap here to enter text.

S&T department: Click or tap here to enter text.

Title: Click or tap here to enter text. Email: Click or tap here to enter text.

Campus phone: Click or tap here to enter text. Campus address: Click or tap here to enter text.

## Second program leader (if applicable)

Name: Click or tap here to enter text.

S&T department: Click or tap here to enter text.

Title: Click or tap here to enter text. Email: Click or tap here to enter text.

Campus phone: Click or tap here to enter text. Campus address: Click or tap here to enter text.

## Additional program leaders

Please list additional faculty/staff members in your department who are willing to lead the program.

Name: Click or tap here to enter text. Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Email: Click or tap here to enter text.

## Support staff

If this program will require a graduate or student assistant, explain the role/function of the assistant (e.g., grading, program logistics, etc.).

Click or tap here to enter text.

# Program information

Proposed program location (city, country): Click or tap here to enter text.

Term(s) you wish to first offer program:

[ ]  Winter break year

[ ]  Summer year

[ ]  Spring break year

Proposed number of weeks: Click or tap here to enter text.

Frequency of program? [ ]  Consecutive years [ ]  Alternating years

# Academic information

Please submit a copy of your proposed syllabus (**for each course you intend to offer**) along with all approval documents from the [Curriculum Committee](https://registrar.mst.edu/currcom/committee/).

## Course one

Department and number: Click or tap here to enter text.

Course title: Click or tap here to enter text.

Number of credits: Click or tap here to enter text.

Instructor: Click or tap here to enter text.

Prerequisites: Click or tap here to enter text.

## Course two

Department and number: Click or tap here to enter text.

Course title: Click or tap here to enter text.

Number of credits: Click or tap here to enter text.

Instructor: Click or tap here to enter text.

Prerequisites: Click or tap here to enter text.

Indicate the degree requirements the courses fulfill. If you are offering multiple courses, indicate which course fulfills the requirement.

[ ]  Major-required course: course number(s)

[ ]  Minor-required course: course number(s)

[ ]  Major elective course: course number(s)

[ ]  General education course: course number(s)

Suggested department(s) for cross-listing course (optional): Click or tap here to enter text.

Describe how this program relates to the curricular priorities within your academic department.

Click or tap here to enter text.

# On-site logistics

Have you identified a host university or organization to assist with program on-site logistics (e.g., housing, excursions, academics, co-curricular programming, transportation)? [ ]  Yes [ ]  No

If yes, please list university/organization: Click or tap here to enter text.

If no, Missouri S&T Study Abroad will be glad to assist with identifying a host university/organization.

# Proposal details

## Academics

1. Explain your rationale for choosing the proposed location(s) and course(s). How do you expect the location(s) to influence your teaching and students’ learning? How will the host culture be integrated into the syllabus and student experience? How does your chosen location contribute to meeting curricular needs not met by other program options offered by Missouri S&T Study Abroad?

Click or tap here to enter text.

1. Are there any prerequisites for program courses? If so, please list.

Click or tap here to enter text.

1. How does this program fit departmental priorities for providing international experiences to students?

Click or tap here to enter text.

1. If applicable, please describe the proposed excursions (day or overnight trips outside the program location) and their connection to the academic focus of your course(s).

Click or tap here to enter text.

## Previous related experience

1. Briefly outline your experience teaching the proposed course(s) or similar courses at S&T, any experience teaching U.S. students in a foreign setting or another analogous teaching experience.

Click or tap here to enter text.

1. What is your experience in the proposed location(s)? When was the last time you visited and for how long?

Click or tap here to enter text.

## Marketing and student recruitment

1. What is your target student population? Why will this program (courses and location) appeal to them? Approximately how many students comprise your target population?

Click or tap here to enter text.

1. How do you intend to promote this program to your target audience? How will your academic department actively promote this program (e.g., group email lists, information sessions, classroom presentations, events, etc.)? Who are key contacts in your department who will assist with recruitment?

Click or tap here to enter text.

# Program leader agreement

If selected to lead this program, I agree to read and carry out the responsibilities of a program leader as described in the Health and Safety Field Guide for Program Leaders. I agree to:

* Submit an addendum to this proposal should any significant portion of the program change (e.g., addition of a graduate student, change of program leader, significant changes to course content, excursions or program activities).
* Work with my academic department to actively recruit students during the semesters prior to the proposed program.
* Assist with pre-departure preparation of students.
* Provide program information requested by Missouri S&T Study abroad by established deadlines.
* Attend the mandatory Health, Safety and Security for International Program Leaders workshop prior to the program’s departure (sessions held each fall and spring semester).
* Complete required Clery Act training for campus security authorities.
* Fulfill required duties while abroad as detailed in the workshops and Health and Safety Field Guide for Program Leaders.
* Notify Missouri S&T Study Abroad immediately in case of an emergency affecting the health, safety or security of a program participant.
* Administer online course evaluations to students prior to the end of the study abroad program. I understand that these evaluations will be circulated electronically to Study Abroad staff and my department chair.
* Complete an evaluation of the program within 45 days of returning from abroad and submit to Missouri S&T Study Abroad.
* Supply all receipts for program costs to Missouri S&T Study Abroad within one week of program completion.

Further, I understand that:

* All costs of operating faculty-led programs are covered by student tuition and program fees.
* Missouri S&T Study Abroad will determine the program budget and set program fees. I understand that I am expected to adhere to Study Abroad and university fiscal policies and remain within the pre-determined program spending amounts on-site.
* Program fees are set based on minimum student participant numbers. If enrollment targets are not met, programs are subject to cancellation.

## Program leader(s)

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Additional program leaders

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Endorsement of department chair

Your signature below indicates that this program proposal is a priority for your department. The department agrees to actively support the program through promotional activities, academic advising, and course approval and scheduling.

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Endorsement of school/college dean

Your signature below indicates that this program proposal is a priority for your school/college. The school/college agrees to actively support the program through promotional activities, academic advising, and course approval and scheduling.

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Approval by Missouri S&T Study Abroad

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dedie Wilson

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Leticia Steffen

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Paulina Brouder, Ph.D.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mary Stegmaier, Ph.D.