Center for International Education
Southwest Minnesota State University

Education Abroad Faculty Led Program Proposal

This Education Abroad Faculty Led Program Proposal and all supplemental materials must be submitted to the **Center for International Education (CIE)** via email at cie@smsu.edu and a signed copy should be sent to CIE in the Student Center, Room 237 by the appropriate deadline. Please submit both an email copy and a signed copy.

Program Title: _____

Person Submitting Proposal: _____

Submission Date: _____

Proposal Checklist

Faculty Leader

☐ Proposal
☐ Syllabus for each course*
☐ Program Provider Information (proposal, itinerary, and budget) (if applicable)
☐ Detailed Itinerary (including dates and time frames within each day and all planned activities)
☐ Detailed Budget Worksheet
☐ Promotional Brochure/Marketing Information

Important Note*: A short-term education abroad program should include at least 12.5 student contact hours per credit. A schedule and/or syllabus should identify how the hours are met. A standard of 12.5 student contact hours per credit is the university norm and applies to short-term education abroad as well. Contact hours include class time or activities in which the faculty is directly involved with an educational activity with the students.

Department & Dean's Approval

All proposals must be approved in advance by Department Chairs, the Global Studies Committee (as appropriate), and your Dean. Faculty members should seek such approval and signatures prior to submission of this proposal to the Center for International Education (CIE).

Proposal Deadline: The deadlines for the proposals will be ***October 1st*** and ***November 1st*** (Fall) and ***February 1st*** and ***March 1st*** (Spring) with a notification of one month after the submission deadline. Proposals should be submitted and approved at least ***2 years in advance*** before the proposed program departure date.

Program Leader

Primary Faculty/Staff Leader Name: _____

Title: _____

Telephone: _____ Email: _____

Department/College: _____

Name of Department Chair: _____

Name of School Dean: _____

Will your partner/spouse, minor children, other family members, or other non-registered program participants be accompanying you on this program? ☐ YES ☐ NO

If YES, by signing this form, you acknowledge that your priority and focus throughout the duration of this university sanctioned program is towards this program and to the program participants. Any travelers who are non-participants of the program, will have to arrange and pay for their travels and expenses separately. Any accompanying minors, must not be under your care and responsibilities during this program. You must arrange for care and responsibility for any accompanying minors by others who are not co-leaders or registered program participants. Please be aware that co-leaders must travel with the program participants on public or chartered transportation (you cannot drive yourself and others while on this program). You must also lodge at the same location as all the participants (you may not leave the participants and stay at a different lodging with your travel companions; co-leaders must stay with the group at all times). Additionally, all accompanying travelers who are non-participants must sign the university's liability waivers to remove SMSU from any liability. Please list all your accompanying travelers below.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Additional Leaders

2nd Co-Leader Name: _____

Title: _____

Telephone: _____ Email: _____

Department/College: _____

Name of Department Chair: _____

Name of School Dean: _____

Will your partner/spouse, minor children, other family members, or non-registered program participants be accompanying you on this program? ☐ YES ☐ NO

If YES, by signing this form, you acknowledge that your priority and focus throughout the duration of this university sanctioned program is towards this program and to the program participants. Any travelers, who are non-participants of the program, will have to arrange and pay for their travels and expenses separately. Any accompanying minors, must not be under your care and responsibilities during this program. You must arrange for care and responsibility for any accompanying minors by others who are not co-leaders or registered program participants. Please be aware that co-leaders must travel with the program participants on public or chartered transportation (you cannot drive yourself and others while on this program). You must also lodge at the same location as all the participants (you may not leave the participants and stay at a different lodging with your travel companions; co-leaders must stay with the group at all times). Additionally, all accompanying travelers who are non-participants must sign the university's liability waivers to remove SMSU from any liability. Please list all your accompanying travelers below.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

3rd Co-Leader Name: _____

Title: _____

Telephone: _____ Email: _____

Department/College: _____

Name of Department Chair: _____

Name of School Dean: _____

Will your partner/spouse, minor children, other family members, or other non-registered program participants be accompanying you on this program? ☐ YES ☐ NO

If YES, by signing this form, you acknowledge that your priority and focus throughout the duration of this university sanctioned program is towards this program and to the program participants. Any travelers who are non-participants of the program, will have to arrange and pay for their travels and expenses separately. Any accompanying minors, must not be under your care and responsibilities during this program. You must arrange for care and responsibility for any accompanying minors by others who are not co-leaders or registered program participants. Please be aware that co-leaders must travel with the program participants on public or chartered transportation (you cannot drive yourself and others while on this program). You must also lodge at the same location as all the participants (you may not leave the participants and stay at a different lodging with your travel companions; co-leaders must stay with the group at all times). Additionally, all accompanying travelers who are non-participants must sign the university's liability waivers to remove SMSU from any liability. Please list all your accompanying travelers below.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Name (First Name, Family Name):

Relationship:

☐ Please check here if this person is a minor under 18 years of age at any time during this program.

Purpose for International Travel

☐ Course ☐ Conference/Workshop ☐ Volunteer/Service learning ☐ Internship ☐ Other (Explain)

Program Description

Please provide a description of your Faculty Led Program (FLP) abroad. Explain the purposes and educational objectives of why you are proposing to take a group of students abroad. Why it is critical for students to travel there as opposed to other areas or simply not travelling at all? What is the tie between your academic course content and the SLOs to the location? How does this travel experience and location enhance the academic teaching/learning for your students?

Program Goals & Student Learning Objectives

Please list the Student Learning Objectives (SLOs) for this program as stated in your Syllabus. SLOs and academic contents should be robust folding in the academic content throughout the period of the course. Provide examples of how you will provide continuous learning throughout the course of this study and not just during the travel period. SLOs should not primarily focus on the travel abroad experience as learning itself.

Please provide a summary of the academic contents to be covered during class time, calculate the amount of time devoted to each topic, and include any names of individuals involved in teaching each topic. While the travel experience is an embedded part of your students learning, please focus on your major academic content to the SLOs and not the travelling itself as major course content.

Program Logistics

Program Site(s) - Please provide all Cities & Countries:

Course Dates (from mm/dd/yyyy to mm/dd/yyyy):

On-site Dates (Departure Date mm/dd/yyyy and Return Date mm/dd/yyyy):

Total On-site Duration in number of days:

Is Language(s) Proficiency Required Aside from English? ☐ YES ☐ NO

If YES, what Language(s) Are Required? If NO, how will students cope with any language barriers?

Please list any experiential components of the program, including service-learning, fieldwork, or research opportunities.

Proposed Itinerary

Please note: All programs must begin within the relevant spring, fall, or summer session for financial aid purposes.

Proposed Departure Date: Proposed Return Date:

Itinerary *(Provide travel itinerary and detailed day-to-day activities)*		
Date	**Time**	**Location & Activity**

Student Enrollment

(Degree-seeking students)

At least 60% of program participants must be SMSU degree-seeking students or alumni within the last four years or current degree-seeking students from another college/university.

We recommend a ratio of leaders to participants of approximately 1:10 for safety and risk management reasons.

What is the target group size? **Minimum:** **Maximum:**

Which departments do you expect there to be student interest? What majors/areas of studies will you be targeting recruitment?

At least 60% of program participants must be SMSU degree-seeking students or alumni within the last four years or degree-seeking students from another college/university. Is your program open to students from other institutions who wish to participate? ☐ YES ☐ NO

Participant Eligibility Requirements (i.e. major, academic standing, minimum GPA, prerequisites, etc.)

Required Participant Preparation

Number of contact hours for pre-departure preparation/orientation

Risks

Please identify any health and safety risks you are aware of in the destination country(s) which may include, but not be limited to, the following activities: water activities or travel on water, strenuous physical activity, exposure to dangerous plants and animals, extreme environmental conditions (e.g., high altitude), farm visits/working with animals, and home stays.

Please also review the following websites and identify the risks they indicate: http://travel.state.gov/ (see consular information sheets, travel warnings and public announcements) http://www.who.int/en/, http://www.cdc.gov

Please comment on how you will address these risks:

Additional Considerations

Please identify any organizations (outside of SMSU) with which you and/or the students may be working throughout this experience.

If the trip involves volunteer/service learning or internship opportunities, please describe the exact nature of the activity in which members of the group will be engaged.

Program Staffing

List Leader Qualifications (international travel, experience traveling with students, making group travel arrangements, working closely with students requiring constant oversight, administrative experience, course content, etc.)

Faculty Leader Name:

Co-Leader Name:

Leader Experience in Host Country:

If you have not traveled to the host country, please explain how you can maximize the travel experience for the students.

Program Provider Information (Third Party Vendor/Agency/Host Institution)

If planning to use more than one third party vendor, provide the following information for each one.

Organization Name: _____

Contact Person Name: _____

Address (Street, City, State/Province, Country, Postal Code): _____

_____

Telephone: **Fax:** _____

Website: _____

Description of Organization/Agency/Provider/Host Institution:

What services will the organization provide prior to departure?

What services will the organization provide on-site?

Proposed Courses

List each course that will be offered on the program.

Department	Course Number	Course Title	Language of Instruction	Credit Hours	Contact Hours	Instructor
Example: Biology	492	Marine and Island Ecology of the Bahamas	English	4	60	Anderson

Are any of the above courses cross-listed with any other courses? ☐ YES ☐ NO
If yes, please indicate cross-listed courses numbers and titles:

Can the course(s) be taken to fulfill (check all that apply)?

☐ Major/Minor Requirements ☐ Core Requirements

☐ Elective Credit ☐ Other:_____

Syllabus Guidelines

A syllabus for each course listed above must be attached to this proposal and should include learning outcomes related to each site destination within the program.

- Outline how many contact hours are planned for each course. This should include any pre-departure preparation students will receive in addition to the general pre-departure orientation provided by CIE. Describe any planned post-program activities/events that are designed to help students process their study away experience. MN State requires 12.5 contact hours per each credit hour awarded.

- Time spent on field trips or academic excursions can count as "contact hours" on a 2-to-1 ratio (i.e., for every two hours spent on an excursion, one hour may be counted as a contact hour).

- ***Describe how you will evaluate the program and assess the intended student learning outcomes.*** List the specific learning goals against which the program will be assessed, and how such assessment will be accomplished. Donot focus on the travel experience is the learning itself.

- For ideas on how to articulate and evaluate learning goals, refer to: A Self-Directed Guide to Designing Courses for Significant Learning

Budget Worksheet

All faculty-led programs need to be self-supporting, which means all related expenses should be managed through student tuition and/or external funds. At the same time, making sure that programs are affordable for students is also important. Faculty costs must be equal to costs for students' travel excluding tuition. Faculty and their departments should discuss questions related to teaching loads prior to submitting the program proposal.

Below is a typical example of a short-term study abroad program budget. You must however submit a budget that details all costs, and your costs must be based on quotes and not personal estimates. Generally, 10 degree-seeking students is the minimum needed for a program to be offered depending on related expenses.

PRELIMINARY PROPOSED BUDGET	
Faculty Expenses *(per leader)*	
Room:	$67.00/night = $670.00
Meals:	$150.00
Books & Course Supplies, if applicable:	$500.00
Health Insurance:	$36.90
International Airfare:	$1200
On-site Travel (trains, buses, taxis, etc.)	$50
Other Travel:	$100.00 (transport to airport)
Immigration (passport, visas, photos, etc.):	$135.00
Immunizations/Inoculations:	n/a
Other (entrance fees, orientation, meals, misc.):	$25.00 (group meal)
Total (based on minimum number of students):	$2866.90 (less depending on group size)
Student Expenses*	
Tuition (see Business Services for rates):	$1,206.80 (based on non-res tuition, 4 credits)
Room:	$670.00
Meals:	150.00
Books & Supplies, if applicable:	$150 (mask, fins, snorkel, underwater flashlight, wetsuit)
Health Insurance:	$36.90 (per student)
International Airfare:	$1200
On-site Travel (trains, buses, taxis, etc.):	$50
Other Travel:	$100 (to/from airport)
Immigration (passport, visas, photos, etc.)	$135.00 (first-time passport)
Immunizations/Inoculations:	n/a
Other (entrance fees, orientation, meals, misc.):	$25.00 (group meal)
Total (based on minimum number of students):	$3,723.70

Promotional Brochure Template for Advertising

The following information will be used to develop the program promotional materials. Please note that marketing assistance is provided in the design and website advertising only. Other advertising expenses (printing of hard copies, newspaper ads, etc.) must be included in the budget above.

Program Description:

Course:
Credit Hours:
Instructor:
Class Dates:
Tour Dates:
Registration information:

Price:

Deposit/Final Payment Deadlines: $_____ deposit due _____. Final payment due _____.

Special health/safety/environmental considerations:

Example:

Study Tour: The Art of London and Paris
History comes alive through the iconic landmarks and pageantries of London and Paris. Kings and queens once shaped the course of world history from these two vibrant capitals. Today, both cities boast the essential art, music and culture of a modern metropolis to remain enduring centers of influence. Uncover the treasure – both historic and modern – of these timeless cities on your comprehensive tour of London and Paris.

Course: ARTH 492, ARTH 591: The Art of London and Paris
Credit Hours: 3
Instructor: Carol Geu
Class Dates: January 12, 2026 – March 29, 2026
Tour Dates: March 9-March 16, 2026

Registration Information:
For more information and to register for this course, please attend the Fall 2025 information session at 12 p.m., Monday, Oct. 6, 2025 in McKusick Tech 110.

Price: $2,594/students (plus self-support tuition) (fee includes round trip airfare, eight overnight stays, complete European breakfast daily, three dinners, full-time bilingual Tour Director, and Eurostar high-speed train).

Deposit/final payment deadlines: $500 deposit due October 24, 2025. Final payment due December 15, 2025.

Special health/safety/environmental considerations: This program will require considerable amount of walking/traveling each day on uneven cobblestone streets and narrow paths. The group will also use considerable amount of public transportation (both buses and subways) that may not be handicap accessible.

Faculty and Co-Leader Signatures of Acknowledgement

Upon approval from the President and Provost of this FLP proposal, I agree to the following terms. Please read and initial by each item below.

_____ I agree to recruit a sufficient **(10)** number of students to maintain a viable program. The University may approve the program with fewer full-fee-paying students as a first-time program. I understand that if there are not enough student enrollment, this program may be cancelled.

_____ At least ***60% of program participants must be SMSU degree-seeking students*** or alumni within the last four years or degree-seeking students from another college/university.

_____ I agree to consult with the Center for International Education (CIE) and Business Services before canceling a program.

_____ I agree to consult with Business Services and CIE in developing the program costs and include the CIE study abroad fee in the budget.

_____ I agree to provide program-specific orientation sessions prior to departure and in-country for the program participants.

_____ I agree to enforce the University Code of Conduct. I agree to submit a Clery Report form within 24 hours to Public Safety - documenting whether any incidents of crime (Cleary Act, Title IX) sexual harassment, or accidents/injury occurred during the program.

_____ I agree to provide Business Services with proper receipts for all program-related expenses within 45 days after return from the program.

_____ Upon completion of the program, I will provide a ***Program Report & Assessment to SAGE (submit to the CIE) within 60 days of the end date of the program***. The report should include the student learning outcomes and academic goals of the program, if and how these goals were met, what went well, what could improve, and how the international experience enhanced students' learning, etc.

I have reviewed the above Faculty-Led Program terms for Education Abroad. To the best of my knowledge, research, and ability, the information provided on the proposal is true and accurate.

Primary Program Leader Name	Signature	Date

Co- Leader Name (if applicable)	Signature	Date

Co-Leader Name (if applicable)	Signature	Date

Signature of Approvals

All proposals must have signatures of approval below (steps 1 and 2) before submission to the Center for International Education (CIE) for SAGE review.

Step 1: Departmental Recommendation: ☐ YES ☐ NO

_____	_____	_____
Chair/Department Coordinator	Signature	Date

Step 2: Global Studies Committee Recommendation (for courses with the GLBL prefix): ☐ YES ☐ NO

_____	_____	_____
Chair of GS Committee	Signature	Date

Step 3: Dean's Recommendation: ☐ YES ☐ NO

_____	_____	_____
Dean	Signature	Date

Step 3: Submit proposal to the CIE for review through the SAGE (Study Abroad & Global Engagement) committee. Deadline for submission is Oct 1st and Nov 1st for Fall and Feb 1st and March 1st for Spring semester.

Step 4: SAGE committee Recommendation: ☐ YES ☐ NO

_____	_____	_____
SAGE Co-Chair	Signature	Date

Provost's Approval:

_____	_____	_____
Provost	Signature	Date

President's Approval:

_____	_____	_____
President	Signature	Date

Next Steps After Program Approval

Once your Program Proposal is approved, it is essential that you work with the following offices to ensure that your education abroad program details are confirmed, essential services are paid/reserved in advance, required forms for risk and liability are completed, and any orientation and trainings are met before departure and after your return.

➢ Center for International Education (CIE)

- ❖ All Program Leaders & co-leaders must review the **MN State: Board Policy 3.41 Education Abroad** Programs guidance
  - All transportation must be public or chartered. Employees cannot drive vehicles with students while abroad.
  - Students are NOT permitted to drive (includes scooters, motorbikes, motorcycles, or cars) during the program.
  - Alcohol use during scheduled program time is prohibited unless prior approval with the President is obtained.
  - Abide by the laws of the host-country.
  - Contact SMSU if there are any emergencies (accidents/deaths/etc.). Call CIE (507) 537-6018 or email us at cie@smsu.edu if it is during our normal business hours. Call Public Safety during non-business hours so they can contact CIE staff on call.
- ❖ Program leaders & co-leaders must submit the **Employee Acknowledgement of International Travel Risks and Responsibilities**
- ❖ Program leaders & co-leaders must provide **On-site Orientation within 24 hrs** of arrival to program destination
- ❖ Program leaders & co-leaders must complete and submit their certificate/confirmation of their CSA **(Campus Security Authorities) training** of the Clery Act - contact Mike Munford, Director of Public Safety to schedule a training . First Aid training is highly recommended.

- ❖ All participants must submit a **Study Abroad Online Application**, a link will be provided
- ❖ All participants must submit a **copy of their Passpor**t (photo page with expiry date)
- ❖ All participants must submit the **Individual Health form**
- ❖ All participants must provide a **copy of Health Insurance Card**
- ❖ All participants must **Register with STEP** (US Dept of State Smart Traveler Enrollment Plan)

- ❖ All student participants must submit the **FERPA Release** form
- ❖ All student participants must submit the **Liability Release & Waiver** form
- ❖ All student participants must attend CIE's **Pre-Departure Orientation** – Sign & Submit the **Study Abroad Contract** at orientation

- ❖ **UPON RETURN**, Program leaders & co-leaders must submit a **Program Report & Assessment** to CIE (to be shared with SAGE) within 60 days of your return.
- ❖ **UPON RETURN**, Program leaders & co-leaders must submit a **Clery Report** form within 24 hours to Public Safety - documenting whether any incidents of crime (Cleary Act, Title IX) sexual harassment, or accidents/injury occurred during the program.

- **Business Services**
  - Request for Approval for **Special Expenses and Out-of-State International Travel Authorization**
  - Special Course Fee Form/Approval with estimated trip fee - Initiates Account # Set Up
  - Course Name/Number of credits
  - Differential Tuition Cost per credit/can be used to cover cost of instructor
  - Minimum number of students needed to make the trip possible
  - Health Insurance through Risk Management
  - Student Travel Contact needs to be completed for financial obligation
  - Emergency Contact
  - Payment due dates for travel company
  - Hotel accommodations/# of rooms needed.
  - Registration Process for trip/course
  - Payment and Registration checklist for students
  - Student Deposits
  - Financial Aid/notification of trip and estimated amount
  - Separate Cost Center for trip/responsible person
  - Requisition to start process/vendor must be in the State Vendor System.

  - **UPON RETURN**, Program leaders & co-leaders must submit all program costs & receipts within 45 days of return.

Final Program Report & Assessment Upon Completion

Please submit final Report & Assessment to the Center for International Education (CIE) and to SAGE with 60 days of your group's return to campus. CIE is required to keep a final report about your study abroad program for auditing purposes. Please review and final proposal and keep that in mind when you write up your report.

While we want to acknowledge the travel abroad experience in the learning, it is very important to keep the academic goals of your program forefront. Focus on the academic content area of your program and not just the travel experience as learning itself.

- Please include in your report the Student Learning Outcomes (SLO) as indicated in your syllabus and let us know whether your students have reached them and how.
- How has this specific travel experience enhanced your students' learning and helped them reach those SLOs?
- Tie the academic goals to the specific location and purpose. Explain why it was necessary for your students to travel to this location as compared to elsewhere or not travelling at all.
- Include examples and details of your activities that helped to address the SLOs.
- Include any class survey and the results.
- Include students' comments.
- Include photos into your report.
- Include any insights for yourself and your co-leaders: What did you learn as the faculty leader/co-leaders? What went well, what would you change for next time? Did the program go as expected, any challenges you faced during the course sessions/travel, etc?
- If you need to see past examples of previous program reports, please contact the co-chairs for more details.