

Submitting a Proposal for an MSU Co-Sponsored Study Abroad Program

Definition: A co-sponsored program is a study abroad program in which the academic instruction is not provided by MSU faculty or specially-contracted host institution faculty. Examples of “co-sponsored” programs include exchange programs, direct enrollment in a foreign university, and consortial or provider programs, such as those arranged by organizations like CIEE and IES. Once approved, co-sponsored study abroad programs at MSU will convey MSU credit and grades for the subject areas included in the co-sponsored arrangement.

In order to approve a new co-sponsored program, the following information is needed for evaluating the host institution’s appropriateness as a partner for MSU. The Office of Study Abroad (OSA) will assist academic units with compiling the requested information. OSA welcomes early, informal consultation by faculty and units for program planning and encourages coordinated programming among departments. All MSU study abroad credit-bearing programs are administered by OSA.

General Procedures:

Academic units and colleges are responsible for review of program and course subject matter and instructional delivery methods. Program proposals supported by the dean(s) of the sponsoring MSU college(s) are submitted to the Director of OSA. When completed proposals are received, they will be reviewed by relevant MSU faculty and staff, including those familiar with the geographic area and/or subject matter of the proposal program, the Director of OSA (for overall proposal strength), relevant OSA program coordinator (for feasibility of program logistics, cost, and marketing), and the OSA/ISP Travel Security Analyst (for review of any health or safety concerns). Following this review, viable proposals will be forwarded to the Dean of ISP for review and final approval. In addition, programs which involve an exchange component will need to have the exchange agreement approved by the Advisory/Consultative Committee of ISP.

Faculty members interested in proposing a new MSU co-sponsored study abroad program will need to submit:

- a **completed program information page** (attached)
- a **narrative** of no longer than seven pages which addresses the nine issues listed below
- **letters of support** from the appropriate chairperson and deans’ designees indicating department and college commitment to long-term support of the program
- a **completed and signed Subject Code Approval sheet** (obtain the current one for your college from Barbara Patterson in OSA, patte151@msu.edu)
- a **budget** for the program (contact the OSA Business Manager, at 432-5165, for assistance in developing the budget)

NARRATIVE INSTRUCTIONS

Evaluation of proposals will focus on a number of key issues, each of which must be addressed in the proposal narrative. Please address each of these key issues in the order they are presented below:

1. Specify the learning objectives of this program. Define the program in terms of program subject matter area or areas of study which this co-sponsored program will cover. Include references to MSU subject codes (e.g. French (FRN), Economics (EC), Political Science (PLS)). Use check-list of possible subject codes provided by OSA. Specify the academic unit(s)/faculty(ies) in the host institution that will be the main focus of the program.
2. Discuss whether this program will/should have any relationship to other MSU study abroad programs in the host country and in the subject matter area. You can contact OSA to determine if any potential overlap exists. Specifically address: a) opportunities for cooperation with other MSU programs and departments (or those of other universities) in the locale, and b) potential undesirable consequences of competing with established MSU programs for interested students.
3. Describe any foreign language prerequisites for this program, if applicable.

4. General assessment/indicators of institutional or program quality. The sponsoring unit should provide its assessment of the quality of the institution, or of the areas of proposed study. There are many ways to document institutional quality or reputation. Select one or more means of doing so from those below (or others).
 - * Institution or program accreditation? If so, by whom?
 - * Institution or program ranked by country or regional/world sources? By whom & the rank.
 - * Does the institution have exchange or other enrollment relationships with any CIC institution or other high quality American institutions.
 - *Other evidence of institutional or program quality or general reputation as appropriate.
5. A brief description of program environment and logistical arrangements which addresses issues of health, welfare and security of students.
6. Minimum, as well as desirable, student qualifications for participation in the program.
7. Likely student enrollment initially and in subsequent years.
8. Primary person(s) taking responsibility for recruiting students. Also provide a reasonably detailed description of the plan to be used for recruitment.
9. Describe how the sponsoring MSU department and college will evaluate the program and assess student learning outcomes.

Submission Procedures:

Once a complete program proposal is received in OSA, a final decision regarding approval can take from 3-8 weeks, depending on reviewers' availability and need for program revisions. In order to be approved in time for sufficient marketing and program planning, proposals should be submitted **one year in advance of the planned program start date**. Early submission of proposals is critical due to the complexities of developing any new program. Proposals can be accepted less than one year in advance, but program publicity and student planning, including student access to financial aid, may be adversely affected by late program approvals. **New programs cannot be advertised or marketed to students until final approval is received.**

Send completed proposal packages to:

**Director, Office of Study Abroad
109 International Center
tel: 432-4346
fax: 432-2082
e-mail: patte151@msu.edu**

INFORMATION PAGE FOR A PROPOSED MSU CO-SPONSORED STUDY ABROAD PROGRAM

Today's Date _____

1. Program Title/ Cooperating Institution Abroad/Location _____

2. Basic Demographic Information on Host Institution (OSA can assist in collecting this information)

- The type of schools/colleges that make up the institution (e.g., medicine, arts & letters, agriculture):
- Number of undergraduate and graduate students enrolled in the institution:
- Student body demographics (e.g., who has access to matriculation):
- Faculty demographics (e.g., number, number full time, percent with terminal degrees):

2. Lead MSU Faculty Member(s) _____

Campus Address _____

_____ Phone _____ Fax _____ E-mail _____

3. Sponsoring MSU Department(s)/College(s) _____

4. Principal contact at host institution:

_____ Name _____ Title _____

Address (full mailing address) _____

Phone, Fax, e-mail _____

5. Program Term: Summer Fall Semester Spring semester Academic Year

6. Total Semester MSU Credits that students can earn: (_____) (_____)
 Minimum Maximum

7. Majors from which students are likely to be drawn:

8. Anticipated student enrollment: (_____) (_____)
 Minimum Maximum

9. Narrative/budget/college approvals: All proposals must include a narrative, tentative budget, letters of support from the sponsoring department's chair and the dean's designee of the sponsoring college, and a signed Subject Code Approval sheet, as described on the cover sheet. Contact OSA for the appropriate Subject Code Approval Sheet.

FOR OSA USE ONLY

_____ Program Information Page _____ Letter from Dean or Deans' Designee(s)
_____ Narrative _____ Program Budget
_____ Letter from Chair(s) _____ Subject Code Approval sheet