STUDY ABROAD PROGRAM PROPOSAL REVIEW & SELECTION

adopted 9/2013 by the PRC

a. Review Process

Proposals are reviewed by the Program Review Committee (PRC), a subcommittee of the IIS Study Programs Operating Committee, a branch of ISAC: International Studies Advisory Committee. The PRC is made up of:

- Director, Institute for International Studies
- Associate Director for Education Abroad, Institute for International Studies
- Honors Program Representative, appointed by the Honors Program Director
- 2 Faculty Representatives who have developed an MSU Signature Program and/or taught on study abroad provider programs, appointed by the Provost with three year terms
- Education Abroad Advisors will serve as advisory members to the committee to assist with student population and program sustainability input

University Administration Approval: Chair/Director, Dean/VP, Provost, President. Approvals issued by the Committee are conditional until final approval is granted by the Chair/Director and Dean/VP for all program proposals. Following this approval, the Provost’s Office, President’s Office, and Office of Institutional Diversity, Equity, and Access must issue approval as well. Please note that if your College or School has an approving body for faculty-led programs, that committee’s endorsement must also be issued prior to PRC approval.

b. Selection Criteria

Proposals should be well developed with attention to detail. Applications that are more thorough with careful attention to the selection criteria will be given the highest consideration. Not all applications will be approved. Within a given year limited resources within the Study Abroad Office may mandate the inability to approve quality programs and instead require that programs be resubmitted for a future term.

The following selection criteria are utilized for application review:

i. Completion. Incomplete applications may not be considered. A complete application will include the full application form, syllabus, curriculum vitae, and program budget. If your program is similar to another proposal, only the more complete proposal will be approved.

It is understood that program budgets are often in a state of negotiation as programs are being reviewed. Applicants will be given further time and guidance following the application process to finalize the budget.
ii. **Permission.** In the application process, applicants are asked to confirm that they have discussed the program and course with their Chair/Director and Dean/VP. The Study Abroad Office will verify this. If it is discovered that an applicant has not sought out endorsement from these parties, the application will be rejected.

iii. **Academic Rigor.** The academic rigor for the study abroad program is comparable to that of a course taken at the MSU main campus, assessment is outlined, specific educational objectives of the program are clearly stated, and the program attempts to combine academic learning with cross-cultural experience, making extensive use of the resources of the host environment.

iv. **Course-Location Connection.** The application clearly identifies the connection between the course, its content, and the location through use of the host environment resources. Content and cultural objectives are clearly married to the location.

v. **Need.** The program does not directly compete with existing study abroad programs with special consideration paid to:
   1. **Academic Field:** number of students served by the major/minor, is the course part of major/minor requirements, does the course fulfill university studies requirements, the level of the course (lower level, upper level, graduate), number of study abroad programs within the academic field that have been offered and filled in recent years, student demand for programs in the field
   2. **Location:** number of programs that have been offered and filled in recent years, student demand for programs to the location
   3. **Term of Study:** number of programs proposed for that term, viability of term and student audience (summer study abroad programs for OSH won’t make as OSH has lucrative field opportunities in summer term for students), number of programs manageable by the SAO and university infrastructure

For multiple program applications submitted within the same academic department, particular scrutiny will be paid to the number of students served by the department and the cross-curricular nature of the program.

vi. **Feasibility.** The course objectives are feasible, the budget is transparent, realistic and kept as low as possible, the location is a safe and viable option for MSU students, and the logistics have been given careful consideration, paying attention to the level of location knowledge of the applicant/use of a provider for more depth in location assistance.
Program proposals utilizing providers and/or personal local knowledge for planning and booking purposes have the opportunity to specify this in the application process. This will play a role in feasibility within the SAO staff and university infrastructure.

vii. Previous Leadership. Applicants’ previous experience teaching on or leading programs abroad or attempts to teach or lead programs abroad will be taken into consideration.

c. Notification of Status
Applicants will be notified of application status via email. All applicants will be classified into one of the following areas:

i. Approved applications do not require further revisions.

ii. Conditionally Approved applications will generally fall into these categories. Most new FLPPs will be conditionally approved. You are requested to continue program planning and preparation as a CA applicant.
   a. Workshops Required. All new applicants are required to attend a Program Design and Course Development workshop provided by ISAC and the SAO.
   b. Chair/Director and Dean/VP Approval. Simultaneously with the PRC application review, academic supervisors are contacted to confirm their approval of your program and course. Until this approval is received, your application status will remain conditional.
   c. Provost and President Approval. The SAO will contact both the Provost and President for approvals. Until approval is granted by both offices, your application status will remain conditional.

iii. Revisions Requested. The PRC may ask an applicant to revise for several reasons. However, in a given year where volume of complete applications meets the academic needs of the study abroad program portfolio, revisions are not likely to be requested, but instead applications requiring revision will be asked to revise and resubmit for consideration in a future year.

Revisions may include but are not limited to:
   a. Course fit with the program location needs to be clarified.
   b. Syllabus development needs to continue, with assignments matching the location and experiential learning activities planned for the program.
   c. If multiple applications are received for the same country, the PRC may request that your program be combined with another proposal for the same location.
   d. Submitted budget may be unrealistic or incomplete.
iv. **Not Approved** applications may have the opportunity to revise/resubmit in a future year. If revisions are requested, please incorporate those revisions as you consider reapplying for the future, but understand there is no guarantee of acceptance. Applications may not be approved for various reasons, including but not limited to:

a. application was not submitted by the required deadline;

b. location saturation;

c. volume of more complete applications received meets the academic needs of MSU’s study abroad program portfolio for the given year;

d. course or program was not approved by the Chair/Director and/or Dean/VP and/or Provost, President;

e. application shows a lack of connection between the course and the location;

f. application does not provide a clear and concise budget; or

g. applicant has a lack of experience leading programs and/or in the proposed location and is not utilizing a program provider for assistance on-site.*

*Applicants may choose to indicate within their application that they have a lack of experience or knowledge and would like assistance from the SAO in locating a suitable program provider to manage the program on-site.