

Short-term Faculty-led Course Proposal Process

1. Complete the **Proposal Form** and attach the following items:
 - A. Cover letter describing:
 - **academic and international learning outcomes** of the proposed course;
 - whether and how this course will meet any or all of **MSUM's university-wide student learning outcomes** (Demonstrate intellectual preparedness for success in professional life, bolstered by integrative experiences and technological competence; demonstrated effective written and oral communication, including use of appropriate technology; apply critical thinking skills in deliberative decision making and problem solving; demonstrate civic awareness and responsibility, both locally and globally; negotiate ethical relationships with people who have different backgrounds, life experiences, cultures, beliefs, and values; demonstrate the knowledge, skills, and the self-awareness to sustain the life of ongoing, independent learning.);
 - **international experience of the proposer(s)** and knowledge of and/or experience in the course country or region;
 - **strategies for marketing** this course and target student groups;
 - **contingency response planning** specific to course country or region and amount of movement (in-country travel) planned for the course.
 - B. An evaluation plan listing all program student learning outcomes and how these outcomes will be measured & assessed; LASC assessment plan (if applicable).
 - C. Course syllabus (must follow MSUM syllabus policy), reviewed by your department and dean, including a detailed account of activities planned with the appropriate number of contact hours, including number of credits to be earned. Contact hours include classroom time prior to departure, and direct instructional activities such as lecturing about a relevant exhibit in a museum, guest lectures and debriefing after lectures, and field visits.
 - D. Proposed itinerary (including on-campus pre-departure sessions and daily in-country schedule).
 - E. Draft budget (Office of Study Abroad has templates).
 - F. Website information (if applicable).
2. Obtain signatures of Chair and Dean on the Proposal form, and turn in form and all attachments to the Office of Study Abroad.
3. The deadline for courses going in spring or summer 2021 is Friday, March 20, 2020.

Guiding principles: Like other MSUM courses, a short-term faculty-led course should include 15 student contact hours per credit. The syllabus and itinerary must identify how the contact hours are met.

Assistance from the Office of Study Abroad is available for the following areas:

- Budget templates
- Finding external providers
- Considerations for contingency planning (required)
- Program promotion
- Required orientation sessions and paperwork for students
- Insurance rosters