

MONTANA STATE UNIVERSITY

FACULTY-LED STUDY ABROAD PROGRAMS

How do I apply to lead a program abroad?

Leading a study abroad program abroad is a rewarding experience for faculty and students. In order to apply to lead a program abroad, faculty should submit an MSU Faculty Led Program Proposal including the correct material submissions, budget sheet, course approval and signature approvals from the respective department(s). All proposals are submitted online. Visit the Study Abroad webpage for more information.

How am I compensated for leading a study abroad program?

Compensation for faculty or staff directors is facilitated at the department, college and/or school of the faculty or staff. Compensation varies and is subject to MSU compensation policies from Human Resources. Faculty should check with their department to explore compensation and appointments for study abroad.

How does Office of International Programs approve programs? When am I notified of acceptance?

Approval of programs starts after the proposal submission deadline. A committee of peer reviewers will assess proposals based on academic rigor, course quality, application to the intended country of travel and safety and health considerations. OIP will notify the faculty leaders of approved programs within the month of submission.

What are the expectations for faculty directors during the planning process and while abroad?

The faculty or staff director assumes a large portion of pre-travel planning and is entirely responsible for the group while abroad. A detailed description of these responsibilities can be found in the Faculty Led Study Abroad Handbook. The handbook also outlines what the responsibility of the department, school and/or college is as well as the Office of International Programs during the planning process.

How do I choose or propose a course to teach abroad?

As part of the proposal process, faculty must work with their respective departments through the process of approving a new course and rubric. Courses should be added to the department's catalog and include the travel dates abroad.

How do I start the proposal process?

The proposal for Faculty Led Study Abroad programs is available online year round. To start the proposal process, visit the MSU Study Abroad website to start an online program proposal.