

SOUTHERN MISS INTERNATIONAL PROGRAMS SHORT-TERM CREDIT-ABROAD PROGRAMS PROPOSAL GUIDELINES

Generally, planning for new credit-abroad courses and programs begins 10-18 months prior to "launch."

I. FOR NEW PROGRAMS

- A. Faculty members who wish to create and lead a new credit-abroad program should submit a brief proposal to the Director of International Education. The proposal will be reviewed for viability in conjunction with the Faculty Directors' Council (a small committee comprised of veteran study abroad faculty directors).

- B. Steps
 - 1) Consult your department chair
 - 2) Meet with Director of International Education to discuss
 - 3) Submit proposal (see guidelines below)

II. FOR NEW COURSES ON CURRENT PROGRAMS

- A. Faculty members who wish to create a course for an existing program should submit a brief proposal to the director of the credit-abroad program and/or the Director of International Education.

- B. Steps
 - 1) Consult your department chair
 - 2) Meet with Program Director and/or Director of International Education to discuss
 - 3) Submit proposal (see guidelines below)

III. PROPOSAL GUIDELINES

Program proposals should address the academic, cultural, and logistical aspects of study abroad programs and should include the following elements:

- A. Program learning objectives; discussion of ways the program will utilize the international environment and local resources (e.g. academic and cultural site visits, guest lecturers, etc.); and any anticipated learning outcomes (e.g., acquisition of knowledge, perspective, skills, etc.) stemming from students' engagement with the international environment.

- B. Examples of proposed lecture topics, required/recommended readings, assignments, exams or papers, presentations, academic journals, or field observation reports to be used as the basis for the course grading; evaluation and assessment criteria.

- C. A prospective general itinerary of site visits, academic excursions, field trips, etc.

- D. A description of the prospective faculty leader's applicable experience (including prior experience teaching or leading programs abroad, familiarity with/knowledge of/prior travels in the proposed host city/country; language skills if applicable, etc.).

- E. A general assessment of logistical, financial, health and safety, and other considerations associated with the proposed program.

IV. UNIVERSITY PROCEDURES

Faculty offering a USM course abroad for the first time should work through their departments to secure requisite university approvals (Academic Council, Graduate Council, e.g.) as needed for course modifications, new course numbers, etc.