The Institute of International Studies announces

Grants for Student Group Study Abroad, 2015-16

(Applications to be submitted by the faculty group leader)

Estimated Range of Awards: $1,000 per qualified student*

Deadline for Applications: 4 p.m. Friday, October 2, 2015 to your dean for approval
4 p.m. Friday, October 9, 2015 to the IIS with dean’s signature
Please submit 10 stapled copies of the application on the reverse side, with narrative, to the administrative assistant of the Institute of International Studies in Webster Hall 337-C.

*There will not be a Round Two or Round Three.

Students who are not traveling as part of a Missouri Southern-sponsored group trip will need to apply individually to the Institute of International Studies for a study abroad grant.

Group leaders will be notified by late October or early November of the International Grants Committee’s decision. Those whose study abroad trips have been approved are expected to set up a display and send a representative to the annual Study Abroad Fair from 9 a.m. to 1 p.m. on Wednesday, November 11, 2015.

If approved for a Student Group Study Abroad grant, the faculty leader(s) must distribute the Institute’s application form for individual students. Once the students have been selected, the Institute will review the names and applications to ensure eligibility.

Students who have been selected for a study abroad trip must pay a $1,000 non-refundable deposit to the Bursar’s Office or forfeit their slot on the trip.

Students must have a minimum 2.5 GPA and be a full-time MSSU student to be eligible for a grant. For trips during Spring Break 2016, students must be enrolled or have completed a combined total of 24 hours during the Summer 2015, Fall 2015, and Spring 2016 semesters. For trips during May 2016 or Summer 2016, students must have completed or be enrolled in a combined total of 24 hours during the Fall 2015 and Spring 2016 semesters. If a student’s GPA drops below 2.5 before the study abroad experience, or if the student drops/fails a class and no longer has full-time status, his or her funding will be revoked.

In order to receive 100% of reasonable expenses, up to $3,000 or up to $3,500, for leading an approved study tour, the faculty leader(s) must apply for a Faculty Study Abroad grant with the same deadlines as above.

For additional information, you may contact:

Dr. Chad Stebbins, Director
Institute of International Studies
WH-337A
625-9736
E-mail: stebbins-c@mssu.edu

*A student is allowed only one short-term study abroad grant, including faculty-led trips.
APPLICATION
STUDENT GROUP STUDY ABROAD GRANT
2015-16

Name(s) of faculty group leader(s): _________________________________________________________
Department(s): _________________________________________________________________________
Title of proposed trip: ____________________________________________________________________
Dates of proposed trip: ___________________________________________________________________
Destination of proposed trip: ______________________________________________________________
Minimum number of students you would take: _________________
Maximum number of students you would take: _________________
Estimated total cost of trip, per student: ______________________
Course number(s) ____________________________ Total hours of credit: __________
Date(s) the course syllabus was approved: _________________________________________________

The International Grants Committee will use the following criteria to evaluate the proposals, Please include a narrative that addresses all of these items.

Proposed itinerary and time on task. Please include a day-by-day breakdown and describe class activities on each day of the trip. Show how the trip itinerary is linked to the course objectives.

Location. Please answer the following: Why did you choose the proposed location(s), what is your professional or academic experience in the location(s), when was the last time you visited and for how long, are there any safety or public health issues that need to be addressed, and how do you expect the location(s) to benefit your teaching and student learning? Please also describe how you plan to arrange such activities as corporate visits, guest lectures, and cultural experiences. (Rather than just listing a visit to the Volkswagen Group in Germany, for example, please include the name of a specific contact you have there who would help make the arrangements.)

Academic rigor of the trip. Please attach the approved course syllabus and describe how the trip will help meet the objectives of the course and how students will be assessed to determine if the objectives were met. Also, describe classroom meetings and orientation sessions that are planned before the trip, readings, projects/assignments, and post-trip debriefing meetings and presentations. Finally, describe how students’ intellectual and personal growth will be enhanced and their professional and survival/coping skills will be developed.

If the course is a traditional Missouri Southern class, such as General Biology, please include an addendum to the syllabus that includes a justification for teaching the course abroad.

Target audience, marketing, and recruitment. Please answer the following: What is your target student population, why do you think this trip will appeal to them, how do you plan to promote the program, how do you intend to recruit the students, and what is the ideal number of students for this trip?

Itemized budget and cost-efficiency of the trip. Include such information as how the budget was derived, the per-day cost, and any department/school contributions. If you received an estimate from a travel agent for the total cost of the trip, please ask him/her to break the figure down into airfare, lodging, ground
transportation, museum admissions, cultural experiences, etc. Do not include the cost of meals, a passport, or course tuition in your budget, but do include the cost of student medical insurance ($1.50 per day).

**Second faculty member going on trip.** If you would be accompanied by a second faculty member (with 10 or more students), please describe the other faculty member’s expertise related to the trip location(s) and the course attached to the trip, plus the specific contributions he or she would make (other than chaperoning duties).

**Other.** Is there any additional information you would like the International Grants Committee to consider in evaluating your proposal?

*If approved for a Student Group Study Abroad grant, I guarantee that each student selected for the trip will submit a full and comprehensive report to the Institute of International Studies within 30 days of our return.*

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