



FORT HAYS STATE  
UNIVERSITY

## **Application for Study Abroad Mentoring & Development**

Date of Application:

Applicant (Faculty Leader for SA Program):

Email Address:

Phone Number:

Department:

College:

Faculty Co-Leader Name, Department, College (if applicable):

Program Development Track:

Proposed semester for departure (e.g., Summer 2023):

Course Number/Name for Program (e.g., LDRS 490: Study Abroad in Germany):

Course Level:

Credit Hours:

Have you previously developed a study abroad program?

What do you want students to learn from this program?

Can that learning be achieved without a study abroad experience? If yes, explain why study abroad is necessary to the student learning experience.

*Faculty Leader Agreement*

1. I understand the proposed semester for departure is, to the best of my knowledge, an accurate representation of our department's plans. The Office of Global Affairs will schedule program mentoring and development based on that timeline. I also understand that, if the timeline changes, or if development is delayed for a year past the start date proposed by the Office of Global Affairs, this application will become null and void and I will need to reapply for program development.
2. I understand I must meet with the Assistant Provost for ISI to sign the Work-for-Hire Contract before I can start working on any type of program development.
3. I understand the program cannot be scheduled for departure until final endorsement of completion by mentor, department chair, and college dean. This applies to all types of program development.
4. I understand if the program development is not completed within 16 weeks as required for any type of program development, the Work-for-Hire Contract will become null and void. Program developers have an obligation to meet the timeline or request exceptions five business days prior to any deadline. This is necessary to expedite the Office of Global Affairs' workload and university scheduling.
5. I understand my program faculty and department chair have ultimate responsibility to review the quality of this experience, the appropriateness of instructional materials, and the destination and excursions.
6. I agree to use the mentor's templates throughout the program development process.
7. I understand this form is NOT A CONTRACT; completing this form does not guarantee approval for program development. A Work-for-Hire Contract must be signed before starting program development.

Applicant Signature	Date
Department Chair Signature	Date
College Dean Signature	Date

**Global Affairs Use Only:**

Approved

Not Approved

Assistant Provost for ISI Signature	Date
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Comments