



FORT HAYS STATE
UNIVERSITY

Application for Faculty-led Study Abroad Mentoring & Development

Time of Program	Mentoring Application Deadline (15 months prior to departure)	Program Proposal Deadline (6-7 months prior to departure)
Summer	March 1	October 1
Fall	July 1	February 1
Interession or Spring Break	December 1	July 1

Applicant (faculty leader):	Associated course:
Email address:	Course level:
Phone number:	Credit hours:
Department:	<i>Types of M & D Funding</i> <i>Track 1= \$2,000—New homegrown programs</i> <i>Track 2= \$1000—Repeated homegrown programs</i> <i>Track 3= \$500—Affiliated program providers</i>
College:	
Co-leader:	
Term & Year of Program:	
Destination:	
Affiliated Program Provider (if applicable):	
What type of program are you leading? 1. Homegrown 2. Repeated homegrown 3. Customized with affiliated party program provider	Program type:

List any faculty-led study abroad programs or student travel that you have led in the past:

List your learning outcomes for this study abroad program:

I have read and understand the policies and procedures of the Mentoring and Development program, and I have read the Faculty Leader Agreement on the back of this application.

Applicant Signature _____ Date _____

Department Chair Signature _____ Date _____

College Dean Signature _____ Date _____

Global Affairs Use Only:

Study Abroad Coordinator Notes:

Mentor assigned: _____ Date: _____ Track amount approved: _____

☐ Approved ☐ Not Approved

Assistant Provost for ISI Signature _____

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 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.