MURRAY STATE UNIVERSITY
Education Abroad Office

STUDY ABROAD DATES & DEADLINES
2015 Spring Break Programs

WORKSHOPS

Application & Recruitment Meeting. Required every time you teach on or lead programs abroad. Valuable policy updates and deadlines provided and discussed. **Choose one**, **2:00-3:00 p.m., CC Tennessee Room:**

- March 10th, March 11th, March 25th, or March 26th

Program Development & Course Design Workshop. Required for all faculty and program directors who did not attend in spring 2013. **Choose one:**

- Tuesday, March 25: 9:00-11:00am, CC Ohio Room
- Thursday, March 27: 1:00-3:00pm, CC Ohio Room

Budget Workshop. Required for program leadership in charge of the program budget for the first time. **Choose one:**

- Wednesday, March 26: 10:30 - 12pm, CC Ohio Room
- Thursday, March 27, 8:30 - 10am, CC Ohio Room
- Monday, April 7th or Tuesday, April 8th, 3:00-4:30pm, CC Mississippi Room

Scholarship & Financial Aid Workshops. Optional for students and program leadership, though highly encouraged for students. Let students know about these opportunities to learn how to strengthen their scholarship applications and the level of aid available to them. Program leadership highly encouraged to attend for your own knowledge of available aid and competitiveness in the scholarship process. **Choose one of these workshops, all offered 3:00-4:30 p.m.:**

- August 27th, August 28th, CC Ohio Room
- September 23rd or 24th, CC Stables

Faculty Orientation. Required for all program leadership.

- Thursday, February 5, 2015, 4:30-7:30 p.m., Woods Hall Lobby A

Student Orientation: Friday, February 27, 2015, 4:30p.m., location TBA
Required for all program leadership and students. Program Directors and Faculty will work together to design the program-specific orientation. Additionally students will complete a safety and policy orientation via Canvas. Program leadership will have access to this orientation.

Program Meetings. These will be called by your Program Director, Assistant Director, or Academic Director and will be specific to your program. These will detail various aspects of your program, including course design, itinerary design, budget issues, application review, etc. You can invite the EAO staff to join you at any time to assist with all aspects of your program development.

EVENTS

First-Time Faculty Coffee & Dessert Mixer: Wednesday, April 23rd, 2:00-4:00p.m. CC Stables.
Optional. This mixer is hosted by last year's first-time teach abroaders for those who are new to teaching abroad, covering topics these first-timers wish they knew before their first teach abroad experience. Join a casual environment to discuss what you've just gotten yourself into.

Study Abroad Fairs. Participation is required for all program leadership as these are excellent opportunities to recruit students you may not be able to reach through your department or classroom.

- **Spring Study Abroad Fair:** Tuesday, April 29th, 10:00-2:00, Waterfield Library Concourse
- **Fall Study Abroad Fair:** Thursday, September 18th, 11:00-2:00, CC Dance Lounge

International Education Week: November 17-21, 2014

IEW is a great opportunity for you to showcase your program through a content or location-based forum or presentation. Submit ideas through the IEW proposal process, announced in early fall.

Cinema International Film Series. Consider utilizing film evenings that are related to your location for recruitment for your program. Contact the EAO to let us know when/what films you want to target. Schedules available online at the MSU event calendar, murraystate.edu/calendar.

FACULTY & STAFF DEADLINES

Post-Acceptance in Horizons. Once you are approved or conditionally approved to teach abroad, begin the Post-Acceptance sections of your Horizons application. Deadlines will be announced as set for these sections.

Horizons Review of Program Information: March

How your program appears on the EAO site is up to you. Review the information presented and alert the EAO to additions and changes you wish to make.

Final Syllabus with Activity-Content Connection: November 1st

Your course requires research and hard work to make connections with your location and content. Your syllabus should showcase the content-location marriage. You should determine throughout itinerary design how activities are related to your content and articulate that within your syllabus.

Add SA Course to the MSU Schedule of Classes: September

You must work within your department to add your content course to the appropriate schedule. Spring Break programs begin in January as full-semester courses and continue after the spring break program abroad. **All study abroad courses must have a section number beginning with "A."**

Horizons Application Review of Student/IPD Applications:

You must read and review the student/IPD applications for your program and insert your comments on acceptance into the Horizons system. **Do not wait until the student deadline to begin application review.** Instructions and details on how to review apps is available on the Teach Abroad website and will be provided by your EA Advisor and through the Teach Abroad Google Group.

- **Monthly, starting now:** Keep track of how many applications are submitted for your course and review applications as they come in. Email students who have partially completed applications.
- **One Month from Deadline:** Begin checking applications weekly and emailing students, submitting application reviews.
- **Two Weeks from Deadline:** All Pending applications should have your review submitted.
- **One Week from Deadline:** All Pending applications should have your review submitted.

- **One Week after Deadline:** All Pending applications should have your review submitted. Make sure you are responding to the EA Advisor regarding questionable applications and interviews requested.

Companions. Program leaders who wish to bring a companion will want the companion(s) to be able to fly with the group and participate in group activities. This can only occur if the EAO is informed of your decision to bring companions.

- **Companion Decision:** Within two weeks of the student deadline.
- **Companion Application:** Within two weeks of the student deadline.
- **Companion Payment:** Companion rates are program-specific and are placed on your MSU account. In most cases the bill is due two weeks prior to the start of the program, though it may be placed on your account post-program to make sure the most accurate rate is applied.

Budget Manager Financial Requirements. Designated budget managers may be Faculty or Program Directors. Multiple MSU requirements must be met according to MSU policy to manage the budget and pay expenses.

- **Purchasing Card Application:** Due at Budget Training. The pcard application will ensure issuance of an MSU credit card that will be connected directly to your program account so that payments can be made for your program.
- **Group Travel Request:** The Group Travel Request is the financial approval of your program through MSU Accounting & Financial Services. This is also the official request for cash needed during your program abroad.
    - Due as soon as a budget is determined for your program.
    - A revised GTR will be submitted one month before program departure with an updated cash advance based on actual program enrollment.
- **Travel Voucher:** Due within two weeks of the return of the program. The Travel Voucher details all program expenses, accounts for all cash expended, and requests reimbursement for expenses over the cash advance. All original receipts and currency conversion rates required with TV.

Grade Submission: Due according to MSU requirements for submission
Summer and winter program faculty will submit an "I" and submit a revision once the program is over. In no case should a course grade be submitted prior to the program abroad.

Post-Program Report in Horizons: Due within two weeks of the end of your program.

Post-Program Debrief with EAO: Due within two weeks of the end of your program. Meet one-on-one with the head of the Education Abroad Office to discuss all aspects of your program and improvements for the future.

International Professional Development Programs Application Deadline: February 15th annually
You may choose to open your program to IPD applicants, which would allow fellow colleagues at MSU as well as retired faculty and professional staff, to apply and participate in your program.

STUDENT DEADLINES

Student Application, Scholarship, & Withdrawal Deadline: Friday, October 17th

Applications are accepted until midnight on the day of the deadline. Confirmation on the number of students for your program and in your class will be provided within days of the deadline by your EA Advisor. Programs and courses that do not have the minimum number of students budgeted may be altered or canceled. **Program decisions cannot be made until you have reviewed all student applications.** These decisions will be made in consultation with you when numbers are near budget.

Withdrawal Deadline: After the withdrawal date students may be charged for any expenses incurred on behalf of the program for the student.

Student Payment. Dec/Jan according to MSU spring payment requirements. Deadlines are set by the Bursar's Office and are subject to change.

STUDY ABROAD DATES & DEADLINES BY MONTH	
JANUARY 2014	
15	Annual deadline for teach abroad applications for MSU Signature Programs beginning with winter of the same year through fall of the following year
FEBRUARY 2014	
13	Deadline for notification to MSU Signature Program applicants by the Program Review Committee
MARCH 2014	
10 & 11	Application & Recruitment Meeting: 2:00-3:00, CC Tennessee Room
25 & 27	Program Development & Course Design Workshop: 25th: 9:00-11:00am, CC Ohio Room 27th: 1:00-3:00pm, CC Ohio Room
25 & 26	Application & Recruitment Meeting: 2:00-3:00, CC Tennessee Room
26 & 27	Budget Workshop: *additional options in April* 26th: 10:00am – 12:00pm, CC Ohio Room 27th: 8:30-10:00am, CC Ohio Room At Workshop: Pcard application due for budget managers
31	Review your program on Horizons and submit revisions to EAO
APRIL 2014	
7 & 8	Budget Workshop: 3:00-4:30pm, CC Mississippi Room At Workshop: Pcard application due for budget managers
23	First-Time Faculty Coffee & Dessert Mixer (optional): 2:00-4:00p.m., CC Stables
29	Spring Study Abroad Fair (Winter Programs are the focus): 10:00-2:00, Waterfield Library Concourse
MAY 2014	
1	Review Student Applications in Horizons and email students who have partially completed applications.
JUNE 2014	
1	Review Student Applications in Horizons and email students who have partially completed applications.
30	Group Travel Request due from budget manager
JULY 2014	
1	Review Student Applications in Horizons and email students who have partially completed applications.
AUGUST 2014	
1	Review Student Applications in Horizons and email students who have partially completed applications.
27 & 28	Financial Aid & Scholarship Workshop: 3:00-4:30, CC Ohio Room
SEPTEMBER 2014	
TBA	Add SA Course to the MSU Spring Schedule of Classes
1	Review Student Applications in Horizons and email students who have partially completed applications.
17	You're one month from the student deadline. Begin checking applications weekly, emailing students, and submitting application reviews.
18	Fall Study Abroad Fair: 11:00-2:00, CC Dance Lounge
23 & 24	Financial Aid & Scholarship Workshop: 3:00-4:30, CC Stables

OCTOBER 2014	
1	Review Student Applications in Horizons and email students who have partially completed applications.
3	You're two weeks from the student deadline. All Pending applications should be reviewed. Continue emailing incomplete applicants.
10	You're one week from the student deadline. All Pending applications should be reviewed. Continue emailing incomplete applicants.
17	Student Application Deadline, Withdrawal Deadline, and Scholarship Deadline
24	It's one week after the student deadline. All Pending applications should have your review submitted. Respond to the EA Advisor regarding questionable applications and interviews requested.
31	Companion decision and companion applications due
NOVEMBER 2014	
1	Final Syllabus due with activity and content connection
17-21	International Education Week
DECEMBER 2014-JANUARY 2015	
TBA	Student Payment Due according to MSU spring payment requirements
FEBRUARY 2015	
5	Faculty & Director Orientation: 4:30-7:30p.m., Woods Hall Lobby A
27	Student Orientation 4:30p.m., location TBA
MARCH 2015	
10	Budget managers check on status of cash advance for program
March 23-April 6	Post Program Debrief with EAO
APRIL 2015	
4	Post Program Report due in Horizons
4	Travel Voucher due in the EAO with original receipts and remaining program funds
MAY 2015	
TBA	Grade Submission due according to regular MSU deadline