

MICHIGAN STATE
UNIVERSITY

October 27, 2003

To: Deans, Directors and Chairs

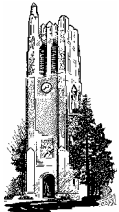
Fr: John Hudzik, Dean, International Studies and Programs
Linda O. Stanford, Assistant Provost for Academic Services
June P. Youatt, Assistant Provost for Undergraduate Education

Re: Michigan State University Co-Sponsored Study Abroad Programs.
Definition and Review Criteria.

We are pleased to send the attached document, "Michigan State University Co-Sponsored Study Abroad Programs. Definition and Review Criteria." Please share widely with your faculty and advisers in your unit.

A copy of this document will be placed on the University Curriculum and Catalog website soon, <http://www.reg.msu.edu/ucc/ucc.asp>

Staff from our offices are developing implementation procedures, which we will share with you this semester.



OFFICE OF THE
PROVOST

Michigan State University
Administration Building
East Lansing, Michigan
48824-1046

FAX: 517/355-9601

Attachment: two pages

C: Simon, Klomparens

Michigan State University

CO-SPONSORED STUDY ABROAD PROGRAMS: DEFINITION AND REVIEW CRITERIA

DEFINITION:

Co-sponsored programs are study abroad programs which are proposed and sponsored by an academic unit at MSU, implemented by a foreign host partner institution, and staffed by non-MSU faculty. Co-sponsored study abroad programs may include exchange programs, direct enrollment in a foreign university, and consortial or other provider programs. Co-sponsored programs are comparable in quality to regular MSU study abroad programs; they constitute an area or field of study that is encompassed as part of the sponsoring academic unit (s) at MSU. Co-sponsored programs, upon approval, yield MSU credit and grades. Although the "co-sponsored" designation and benefits do not automatically extend to all the academic offerings of a host institution, there may be multiple areas of study within the host institution that are recognized as MSU co-sponsored programs. Multiple MSU academic units may decide to pursue cosponsored programs with selected high quality universities.

Once approved, co-sponsored study abroad programs convey MSU credit and grades. To support the review process for approval of a co-sponsored program, the following information about the institutional partner and the particular program must be provided by the sponsoring MSU department(s) and college(s).

INFORMATION FOR THE REVIEW OF THE INSTITUTIONAL PARTNER ABROAD:

1. Name of the partner host institution abroad and its city/country location.
2. Name of academic unit(s)/faculty(ies) in the host institution that will be the main focus of the program.
3. Brief description of the institution in terms of:
 - * Numbers of undergraduate and/or graduate students and general student body demographics (e.g., who can and does matriculate to the institution).
 - * Faculty demographics (e.g., % full-time, % with terminal degrees) for the institution as a whole and for focus units/faculties).
 - * General range of disciplines, schools or colleges that make up the institution (e.g., medicine, law, agriculture, etc.).
4. General indicators of institutional quality. There are many ways to document institutional quality or reputation. Select from those below (or others). For each criteria selected, provide a **brief** explanation.
 - * Is the institution accredited? If so, by whom?
 - * Is the institution ranked by country, regional or world sources? If so, by whom and the rank.
 - * Does the institution have exchange or other enrollment relationships with any CIC institution or other high quality American institutions. (If so, list up to six such institutions.)
 - * Provide other evidence of institutional quality or general reputation as appropriate.
5. Indicators of reputation of the academic units/faculties that will be the primary focus of the program.

6. Institutional funding (e.g., public or private or a combination, and sources of funds)?
7. Institutional grading scale/system, and if available, overall frequency distribution of grades; institutional scale/system for calculating credits; institutional academic calendar.

INFORMATION FOR THE REVIEW OF THE PROPOSED MSU CO-SPONSORED PROGRAM:

1. Define the program in terms of area or areas of study which this co-sponsored program will cover. Include references to MSU subject (e.g. French (FRN), Economics (EC), Political Science (PLS)).
2. Describe the purpose and intended outcomes of the proposed co-sponsored program (e.g., student learning objectives, institutional outcomes). If the experience will provide a valued alternative approach to the content or to a different aspect of the subject matter, please explain briefly.
3. Describe general indicators of program quality. Provide a brief explanation specific to this co-sponsored program, not to the institutional partner.
4. Describe the general prerequisites required of MSU students to be eligible for this co-sponsored program (e.g., class, GPA, major, course prerequisites, language proficiency, and others as applicable).
5. If this proposed co-sponsored program is pre-dated by or builds on other programs involving MSU and the host institution, briefly describe the outcomes of the previous or current relationship.
6. Describe aspects of any proposed financial arrangements between the two institutions (e.g., tuition, insurance, travel). If financial commitments are to be made by MSU, the agreement must be reviewed by Contracts & Grants.
7. Describe how the sponsoring MSU department and college will evaluate the program and assess student outcomes.

IMPLEMENTATION PROCEDURES:

The offices of the Assistant Provost for Academic Services and Registrar, the Assistant Provost for Undergraduate Education, and the Dean of International Studies and Programs are responsible for implementation procedures and their periodic review.

10/27/2003