|  |  |
| --- | --- |
| Study Abroad Program Development Timeline | |
| Development Phase | 12-14 months before departure |
| * Determine intended destination, timeframe, and curriculum of the program. * Meet with Study Abroad (SA) Coordinator to discuss the program destination, concept, logistics, and timeline. * Request quote from one or more of the approved study abroad providers. Share quote with SA coordinator. |
| 10-12 months before departure |
| * Complete Study Abroad Program Proposal and Budget Form with assistance of SA coordinator, sign. * Meet with SA Coordinator to review your completed program proposal. * Turn in completed proposal. SA coordinator will sign, obtain signatures from department head, dean, and share proposal with the International Travel Advisory Council (ITAC), which will vet program and send a recommendation to approve/not approve to the VPAA. The final decision to approve program lies with VPAA. * Once the proposal has been approved by the VPAA, you may begin advertising program to students. * The SA Office will create a flyer for your program. * Attend first faculty-leader workshop . * Set up Agency Account with the controller’s office for payments of CISI travel health insurance fee. |
| Recruitment Phase | 6-10 months before departure |
| * Provide information/brochures to colleagues in your department. Contact faculty in other departments whose students may be interested in your program. * Visit classes to promote program and hold recruitment meetings. * Establish a list of students interested and follow up with students. * All students who are interested in participating should complete the online Study Abroad application form for your program on the Via TRM website. * The SA Office will schedule faculty leader workshops to prepare you to lead a program. * Hold a mandatory meeting one week prior to first payment due to get an approximate number of students who will go on the trip. |
| Implementation Phase | 3 months before departure |
| * Provide SA Coordinator with list of students going on your study abroad trip. * Enroll all travelers in the STEP program: https://travel.state.gov/content/passports/en/go/step.html * Send addresses of all accommodations and final program itinerary to SA Coordinator for Clery Act reporting purposes. |
| 2 months to 2 weeks before departure |
| * Attend faculty leader pre-departure orientation. * Students and faculty attend mandatory Study Abroad Orientation. * Hold final meeting with all students participating in your program, parents are encouraged to participate. * Collect the following from students participating in program: Signed Waiver of liability and copy of passport. * Submit all above mentioned documents, the Study Abroad Faculty Information Sheet, and the final itinerary to the Study Abroad Office. |