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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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