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| Study Abroad Program Development Timeline | |
| Development Phase | 12-14 months before departure |
| * Begin the program and budget development process. * Determine intended destination, timeframe, and curriculum of the program. * Meet with Study Abroad Coordinator to discuss the program concept, logistics, timeline and cost. |
| 10 months before departure |
| * Complete Study Abroad Program Proposal and Budget Form. * Meet with Study Abroad Coordinator to review your completed program proposal. * Obtain signatures from Study Abroad Coordinator, Department Head, Dean and send proposal to Academic Affairs. * Once the proposal has been approved by VP of Academic Affairs, you may begin advertising your Study Abroad trip to students. * Complete Academic Affairs Travel Request <https://www.atu.edu/academics/docs/academicaffairstravelrequest2018.pdf> * The Study Abroad Office will create a flyer for your program. * Attend first faculty-leader meeting. * Set up Agency Account, as appropriate. |
| Recruitment Phase | 6-8 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 interested should complete online Study Abroad application form <https://www.atu.edu/studyabroad/StudyAbroadApp.php>, This form is also on SA website. * Contact the ATU travel office for any forms you will have to fill out [travel@atu.edu](mailto:travel@atu.edu). * 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 | 5-7 months before departure |
| * Make reservations and obtain preliminary contracts for flights and accommodations. * Send all contracts—accommodations, flights, etc. to the Study Abroad Office; it will get them approved. * Once contracts have been approved, you may purchase tickets and accommodations with the help of the ATU Travel Office, [travel@atu.edu](mailto:travel@atu.edu). |
| 3 months before departure |
| * Provide Study Abroad 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 trip itinerary to Josh Mcmillian[jmcmillian1@atu.edu](mailto:jmcmillian1@atu.edu) 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. * 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. |