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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.
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| 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.
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| 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.
* 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 | 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.
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| 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 Mcmillianjmcmillian1@atu.edu 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.
* 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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