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| TIMELINE | FACULTY | OTHER UNITS | STUDY ABROAD |
| 20 – 18 months prior to course facilitation start | * Brainstorm course/program. **Eighteen months is minimum timeframe to get started.**
* Consider target student audience and learning objectives (course content & GILO level)
* Share with dept/college
 | * Department or Academic Unit approves course by signing study abroad department approval form (online).
 | * Provides information related to proposal application process, as requested.
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| 18 – 12 months | * Consult w/ study abroad on logistics (safety, expenses etc.) before proposal deadline
* Develop and submit formal course proposal based on Study Abroad (SA) guidelines by the published deadlines**.**
 | * SA/CISGO Sub-committee reviews proposals.
 | * Considers potential 3rd party partners & fees
* Determines long-term recruitment strategy
* Provides feedback to faculty on feasibility
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| 12 – 10 months | * Revise proposal based on committee feedback (e.g., budget recommendations)
* Submit course number and details to course schedule
 | * Budget Office reviews fees
* VPFA and Provost review fees
 | * Begin working with 3rd party partners on program design and agreements
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| 9 – 5 months | * Recruit for program
* Work with SA and Provider on program logistics
* Work with SA on admission process for students
 | * CISGO/SA offer workshops for new faculty to outline best practices/ learning objectives/ assessment for faculty who will teach abroad
* Financial Aid meets with students
* Registrar adds course
 | * Finalize partnership agreements at 9 months
* Work with faculty and partners on program logistics
* Begin recruitment and open application cycle
* Consult with faculty on admissions
* SA assess feasibility of course based on # of student confirmations (deposit submission)
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| 5 – 3 months | * Lead pre-departure sessions for students (with logistics support from SA, as needed)
 | * Health and Counseling and Accessible Education Services work with students and faculty on meeting needs of students
* Budget Office and SA determine if course will meet minimum numbers to run (based on registration for course).
 | * Ensure students have submitted documents (Visas, health forms, insurance info., etc.)
* Coordinate pre-departure sessions with faculty and students
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| 3 – 1 months | * Finalize details with SA and local program providers
* Finalize personal arrangements for travel, housing, etc.
 | * On-site host offers last minute updates
 | * Finalize details with faculty and partners
* Submit student insurance forms one month prior
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| Program & completion | * Runs Program
* Grade reports and Evals
* Reconcile personal P-Card expenses related to program
* Submit expense summary to SA
 | * On-site host runs program
 | * Keeps in touch with faculty & host
* Provide program evaluations
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| 2 – 3 months after return | * Distribute program evaluations to students
* Offer students an opportunity to connect with SA programming for study abroad alumni
 | * Institutional Research offers updates on program assessment
 | * Share program evaluations with faculty
* Conduct student re-entry sessions reviewing learning objectives and program reports
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