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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. |
| 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 |
| 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 |
| 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) |
| 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 |
| 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 |
| 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 |
| 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 |