

# FACULTY-LED STUDY ABROAD PROGRAM

## PROPOSAL PLANNING GUIDE

### 1-2 YEARS PRIOR TO SUBMISSION OF PROPOSAL

- ☐ Contact the Study Abroad Office for a copy of the most recent submission documents
- ☐ Begin researching similar programs
- ☐ Consider appropriate course(s) to offer and why the course(s) should be offered as a study abroad
- ☐ Check with the Study Abroad Office for resources and third-party provider contacts
- ☐ Connect with faculty who have led a Faculty-led Study Abroad program before

### SPRING BREAK THROUGH THE JUNE 1<sup>st</sup> SUBMISSION DEADLINE

- ☐ Contact the Study Abroad Office for a copy of the most recent submission documents
- ☐ Fill out the documents from the Study Abroad Office in preparation for submission
- ☐ Submit Faculty-led Study Abroad program proposal

### AFTER JUNE 1<sup>st</sup>

- ☐ Remain available for questions from the Study Abroad Office
- ☐ Wait for review by
  - Study Abroad Coordinator
  - Department Chair
  - Dean
  - Provost

### ONCE APPROVED – APPLICATION DEADLINE FOR STUDENTS

- ☐ Meet with the Study Abroad Office to discuss marketing materials and strategies
- ☐ Talk to students about your program
- ☐ Promote your trip with a table at the Fall Study Abroad Expo
- ☐ Ask colleagues who teach related subjects if you can come talk to their students about your study abroad program
- ☐ Once 10 students have applied, been accepted, and paid their deposits, confirm the roster with the Study Abroad Office

### AFTER ROSTER CONFIRMATION

- ☐ Reach out to your participants and introduce yourself
- ☐ Work with the Study Abroad Office to inform them of any immunizations/visa requirements
- ☐ Request to be assigned a travel agent for booking tickets unless they are already included in the program from a third-party provider
- ☐ Set up and meeting with the Study Abroad Office to review the booking and payment process as well as any budgetary or itinerary changes

### 1-2 WEEKS BEFORE PROGRAM START

- ☐ Schedule a meeting with the Study Abroad Office to review the final schedule and any changes