

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 1st 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 1st

- Remain available for questions from the Study Abroad Office
- Wait for review by
 - Study Abroad Coordinator
 - Department Chair
 - Dean
 - OIP Director/SAAC
 - 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