START HERE
Evaluate the program concept: 18-12 months in advance
Is the program academically grounded, financially viable, and safe for students and faculty?

The result: A successful, ongoing program with a positive reputation; an international learning opportunity that transforms students and strengthens intercultural understanding while building discipline-specific knowledge.

Evaluate the program: within 30 days of program end
Submit grades and travel claim; assess program outcomes and identify quality improvements

Travel claim
Program summary report

Deliver the program
Arrive on site with or in advance of students, conduct on-site orientation, conduct the program, respond to any emergencies; collect student evaluations at the end of the program.

Safe travels, outstanding learning, and students transformed!

CSU, Chico Regional & Continuing Education
Self-Support Faculty-Led Study Abroad Program Development Process Overview and Timelines

Submit a Preliminary Proposal for Faculty-Led International Programs before proceeding to more detailed program development.

Receive feedback from Study Abroad Advisory Committee; integrate feedback into development stage

Program development: 11-8 months in advance
Define content, create a schedule, finalize budget and fees, confirm travel & housing arrangements and agreements, etc.

Program Development Checklist
Special Session Course Proposal
Program Budget
Application packet

Final Proposal for Faculty-Led International Programs submitted to Study Abroad Advisory Committee

Proposal reviewed by Study Abroad Advisory Committee and routed for approval; confirmation of approval to faculty and Academic Affairs administration

Work the plan: 8-2 months in advance
Advertise course & recruit students; make final preparations and confirm arrangements.

Prepare students: 60-30 days in advance
Student orientation; all required documentation on file; pre-departure class meetings.

Review applications, confirm travel arrangements and logistics; attend faculty orientation; emergency action plan established