

## **Self-Support Study Abroad Program Development Timeline & Checklist for Faculty Leaders**

### **Evaluate the program concept: 18–12 months before travel**

- Consider the criteria for high quality study abroad programs:
  - How does this program support the goals of your department and college?
  - How is the international component of this program integral to the goals and objectives of the course?
  - Does this program duplicate other programs already available to CSU, Chico students?
  - Is this program financially viable – will enough students be interested and willing to pay the required fees to support the program costs?
  - Does this program ensure the health and safety of all participants?
- Confirm that you have the support of your department chair and college dean.
- Discuss your program concept with the Office of International Education Director Frank Li and Study Abroad Coordinator Jennifer Gruber (530-898-5415; jlgruber@csuchico.edu or fli@csuchico.edu).
- Meet with RCE Program Director Elaina McReynolds (530-898-5673; memcreynolds@csuchico.edu).
- Submit the Preliminary Proposal for International Faculty-led Programs for review by the Study Abroad Advisory Committee.
  - Summer Session: due March 1 of the year before travel
  - Winter Session: due October 1 of the academic year before travel

### **Develop and plan the program: 11–8 months before travel**

- Define the program goals and content, integrating any feedback from the Study Abroad Advisory Committee's review of your Preliminary Proposal.
- Create the course syllabus and establish learning objectives that address both disciplinary knowledge and intercultural competence.
- Secure approval from your chair and dean to offer the course in the appropriate Special Session (credit) or through the Research Foundation (non-credit).
- For all credit programs, submit a Special Session course proposal to your department chair and dean for approval and route to RCE.
- Confirm travel, housing, and program activities and a daily schedule; communicate those arrangements and details to RCE.

- With RCE, develop a program budget that addresses all costs, direct and indirect, necessary to deliver the program.
- With RCE, confirm program costs (per unit fees and additional travel course fees) for campus approval.
- Identify any costs to the students that are not included in the program fee so students have a clear understanding of the total cost of the program.
- With RCE, establish application requirements, due dates, and fee payment deadlines.
- Document all provider agreements and secure required contracts or other agreements.
- Coordinate with the CSU, Chico Risk Manager to ensure all safety and liability issues are addressed.
- With RCE, establish program application requirements and materials.
- Submit the Final Proposal for International Faculty-led Programs and supporting documentation to the Study Abroad Advisory Committee for review and final approval by University administration.
  - Summer Session: due October 1 of the calendar year before travel
  - Winter Session: due March 1 of the academic year before travel
- Integrate any feedback from the Study Abroad Advisory Committee (if applicable).

### **Work the program plan: 8-2 months before travel**

- Once your program is approved, you may begin promoting the program and recruiting students. Your program will be advertised as part of RCE's Passport to Learning program to generate interest and enthusiasm for your program.
- Review applications and confirm approved participants.
- Make sure you are familiar with University requirements for reimbursement of travel expenses (expenses incurred in the delivery of a study abroad program are reimbursed through the travel reimbursement process with an advance prior to the trip and a travel claim upon return).
- Submit a Travel Request and Travel Advance request through RCE.
- Make all necessary travel arrangements according to the program plan: book your airfare.
- Confirm all program arrangements at the destination location and coordinate with RCE to pay any deposits or other pre-payment of services required for effective program delivery.
- Confirm your access to programs funds through ATM or credit card as necessary.
- Confirm cell phone service at your destination or confirm that you have adequate and immediate access to phone service in case of emergencies.
- Participate in a faculty orientation coordinated through the Office of International Education and/or RCE.

### **Prepare students: *60-30 days before travel***

- With Office of International Education and/or RCE, conduct mandatory study abroad orientation sessions with students on issues of travel safety, security, health, cultural adjustment, academic expectations, and practical issues related to participating in the program.
- Confirm with RCE that all required documents from students have been received and all necessary campus risk/liability tasks are complete:
  - All student travel arrangements confirmed and documented.
  - Emergency contact information is on file with UPD and RCE.
  - Insurance has been secured for students.
  - Host country emergency contact information and resources have been shared with students and parents
- Conduct any pre-departure class meetings or other program-related activities.

### **Deliver the program: *Travel, teach, and enjoy the experience!***

- Arrive with the students or be on site in advance of their arrival and be on location for the duration of the program.
- Conduct an on-site orientation.
- Register with the US Embassy in the host country.
- Conduct the program as planned.
- Respond to any emergencies as outlined in the emergency plan prepared as part of the program development process.

### **Evaluate the program implementation: *Within 30 days of program conclusion***

- Submit all travel expenses and clear any travel advances
- Solicit student feedback on program quality and effectiveness.
- Provide a written summary of the program successes, highlights, and challenges to RCE.

### **Questions? Contact us!**

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