## **Checklist for Leading a Summer Session Study Abroad Program 2017**

This checklist is intended to complement the Faculty Handbook for Study Abroad. Please review the handbook for further details as well as general procedures.

<u>Action</u>	<u>Deadline</u>
Proposing a New Program	Innuesia
<ul> <li>□ New program course proposals must be submitted to Study Abroad Working Gro</li> <li>18 months prior to the summer in which the program would run</li> </ul>	oup January
□ Program must be approved by Course of Study	Oct 10
Due suggest Development and Desmitter out	(earlier is better)
Program Development and Recruitment  ☐ Meet with study abroad director to discuss successes and concerns	Late Summer/Early fall
□ Provide updated program information and text for website and OCI	Sept/Oct
□ Provide names of those teaching to study abroad director	Sept/Oct
☐ Recruit and promote your program through class visits/flyers/other faculty	Sept through Dec
Work with study abroad director to develop and finalize budget	Nov/Dec
Admissions and Logistics	
Admissions and Logistics  Recommend students for admission to Dean of YSS	February
□ Communicate program-specific information to students	March-summer
□ Book personal airline reservations and make own housing arrangements	By May 1
□ Obtain passport, visa(s) and immunizations	January-summer
Attend study abroad faculty orientation (required of all faculty)	May
□ Order textbooks and notify students of any necessary pre-departure purchases	Apr/May
Pre-departure Preparation	
□ Plan & participate in student pre-departure orientation	April
□ Request travel advance (if applicable)	3 wks. before departure
□ Request wire transfer (if applicable)	3 wks. before \$\$ is due
□ Designate lead instructor (if more than one faculty goes to one site)	1 month before departure
On-site Responsibilities	
□ Inform YSS (via web form) that students have arrived safely	On-site/1 <sup>st</sup> class
□ Record expenses/save all receipts	On-site
☐ Be available to meet with students to discuss academic and non-academic issues	On-site
□ Discuss goals with students	On-site
☐ Make sure course evaluations are completed	End of program
Post-program Activities	
□ Return original grade report to YSS, use on-line system to input grades	< 1 week after last class
□ Contact study abroad director to schedule an appointment to discuss any issues	< 15 days after return
☐ Turn in all receipts for reconciliation using the guidelines provided	14 days after return
□ Lead instructor – submit report on what went well/didn't go well	< 30 days after return
□ Assist future faculty	Ongoing
□ Will this program run again next summer? Begin planning for next year	Late Summer/Early fall