

Checklist for Leading a Summer Session Study Abroad Program

This checklist is intended to complement the Faculty Handbook for Study Abroad.

Please review the handbook for further details as well as general procedures.

Action

Deadline

Proposing a New Program

- New program course proposals must be submitted to Study Abroad Working Group 18 months prior to the summer in which the program would run
- Program must be approved by Course of Study

January

Oct 10

(earlier is better)

Program Development and Recruitment

- Meet with study abroad director to discuss successes and concerns
- Provide updated program information and text for website and OCI
- Provide names of those teaching to study abroad director
- Recruit and promote your program through class visits/flyers/other faculty
- Work with study abroad director to develop and finalize budget

Late Summer/Early fall

Sept/Oct

Sept/Oct

Sept through Dec

Nov/Dec

Admissions and Logistics

- Recommend students for admission to Dean of YSS
- Communicate program-specific information to students
- Book personal airline reservations and make own housing arrangements
- Obtain passport, visa(s) and immunizations
- Attend study abroad faculty orientation (required of all faculty)
- Order textbooks and notify students of any necessary pre-departure purchases

February

March-summer

By May 1

January-summer

May

Apr/May

Pre-departure Preparation

- Plan & participate in student pre-departure orientation
- Request travel advance (if applicable)
- Request wire transfer (if applicable)
- Designate lead instructor (if more than one faculty goes to one site)

April

3 wks. before departure

3 wks. before \$\$ is due

1 month before departure

On-site Responsibilities

- Inform YSS (via web form) that students have arrived safely
- Record expenses/save all receipts
- Be available to meet with students to discuss academic and non-academic issues
- Discuss goals with students
- Make sure course evaluations are completed

On-site/1st class

On-site

On-site

On-site

End of program

Post-program Activities

- Return original grade report to YSS, use on-line system to input grades
- Contact study abroad director to schedule an appointment to discuss any issues
- Turn in all receipts for reconciliation using the guidelines provided**
- Lead instructor – submit report on what went well/didn't go well
- Assist future faculty
- Will this program run again next summer? Begin planning for next year

< 1 week after last class

< 15 days after return

14 days after return

< 30 days after return

Ongoing

Late Summer/Early fall