

# 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

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- Begin researching similar programs

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- Consider appropriate course(s) to offer (make sure to consider WHY the course(s) should be offered as a study abroad).

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- Check with CETL and the Study Abroad Office for resources

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- Connect with faculty who have led a Faculty-led Study Abroad program before

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## SPRING BREAK THROUGH MAY 30 BEFORE YOUR PROPOSED PROGRAM

- Contact the Study Abroad Office for a copy of the most recent submission documents

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- Fill out the documents from the Study Abroad Office in preparation for submission

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## APRIL THROUGH JUNE 1 BEFORE YOUR PROPOSED PROGRAM

- Submit Faculty-led Study Abroad program proposal

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- Wait for review

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## ONCE APPROVED – APPLICATION DEADLINE FOR STUDENTS

- Meet with the Study Abroad Office to discuss marketing materials and strategies

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- Talk to students about your program

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- Request a table at the Study Abroad Fair so you can get the word out about your program

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- Ask colleagues who teach related subjects if you can come talk to their students about your study abroad program

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- Once 10 students have applied, been accepted, and paid the deposit, confirm the roster with the Study Abroad Office.

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## AFTER ROSTER CONFIRMATION

- Reach out to your participants and introduce yourself.

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- Work with the Study Abroad Office to inform them of any immunization/visa requirements

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- Request to be assigned a travel agent for booking tickets (unless they are already included in the program from a third-party provider)

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- Set up a meeting with the Study Abroad Office to review booking and payment process as well as any budgetary or itinerary changes.

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## 1-2 WEEKS BEFORE PROGRAM START

- Schedule a meeting with the Study Abroad Office to review the final schedule and any changes

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