



## Faculty-led Study Abroad Program Program Development Timeline

### 12 + Month Before Departure

- Meet with the Executive Director of the Center for Global Education to discuss program proposal.
- Consult with Department Chair & Dean to gain support for the program and proposed courses.
- Complete the “Faculty-Led Study Abroad Program Proposal” paperwork, including signatures from Department Chair and Dean. This paperwork must be completed for each course that will be taught abroad during the proposed program. Return this paperwork to the Executive Director of the Center for Global Education along with the syllabi for each proposed course.
- Develop the general framework of the proposed program, including timeline, general itinerary in-country, proposed budget, etc.

### 12 to 6 Month Before Departure

- Create recruitment materials for program. The Center for Global Education staff will assist in creating and distributing flyers on campus, advertising the program through the CGE Facebook page, as well as creating a page for the program on the CGE Website.
- Attend the MU Study Abroad Fair to advertise your program. The Study Abroad Fair is held each fall semester in early September.
- Consult with program providers, host universities/organizations, and other vendors (airlines, hotels, tour companies, host families, etc.) regarding available logistical support and costs.
- Finalize program framework: itinerary, budget, student deposit & payment structure, necessary travel documents, etc.

### 6 to 3 Months Before Departure

- Expand recruiting by holding information sessions, classroom visits, etc.
- Meet with all interested students to provide them with application materials, budgets, and deposit/payment deadlines.
- Work with the CGE to process all program applications and conduct student interviews, if appropriate.
- Work with the CGE to communicate information on next steps & payment deadlines to students.

### 3 to 1 Month Before Departure

- Hold mandatory pre-departure orientation(s) with Center for Global Education staff.
- Follow-up with students to make sure all travel documents, immunizations, program payments, and study abroad paperwork have been taken care of before departure date.
- Ensure all students are enrolled in the appropriate course for the program.
- Reconfirm all reservations with vendors/providers and insure all payments have been received. Any and all requests to change the program activities or itinerary should be made at least one month prior to departure.
- CGE staff will register faculty and students with Emergency Travel Insurance.