Global Engagement Center (GEC)

The purpose of this document is to provide faculty leaders with the general framework of the processes involved in developing a faculty led program. The timeline should be used as a guide.

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| 12 + Months  Before Departure | * Meet with the GEC to discuss a program proposal. * Consult with your Department Chair & Dean to gain support for the program and proposed courses. * Develop the general framework of the proposed program including: timeline of program, general itinerary in-country, proposed budget, etc. * Consult with program providers, host universities/organizations, and other venders (airlines, hotels, tour companies, host families, etc.) regarding available logistical support and costs. If utilizing program providers, it is recommended getting 2-3 quotes before making final decisions. * Attend the Study Abroad Mixer April/International Week |
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| **12 to 6 Months**  **3 to 1 Month**  Before Departure  Before Departure | * Create recruitment materials for the program. The GEC staff can assist in creating and distributing flyers on campus, advertising the program through the SHSU Study Abroad listserv and social media, as well as creating a page for the program on the SHSU Study Abroad website. * Provide the GEC with information for your program’s application. The OIP will create all application material. * Attend the Study Abroad Fair to advertise your program. The Study Abroad Fair is held each semester in October. * Recruit, recruit, recruit! The faculty’s dedication to recruitment will have the biggest impact on students’ participation. * Complete the “Faculty-Led Program Proposal” paperwork and the “Budget Request Form”, including signatures from your Department Chair & Dean. Turn this paperwork in to the GEC by **August 1st** ofthe year before your intended program dates along with the syllabi for each proposed course and program itinerary. (eg. August 1, 2023 for Summer 2024 programs) |
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| **6 to 3 Months**  **3 to 1 Month**  Before Departure  Before Departure | * Expand recruiting by holding information sessions, classroom visits, etc. * Meet with all interested students to provide them with program information. * The GEC will communicate with students about all documents and forms that must be turned in by them, as well as all payments that need to be made. * Order textbooks for program if necessary. * Contact the GEC to schedule a time for the mandatory pre-departure orientation and reserve a space to meet. * Research visa requirements and ensure that all students have acquired all necessary immigration documents (passport, student/visitor visas, etc.). |
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| **3 to 1 Months**  **3 to 1 Month**  Before Departure  Before Departure | * Hold mandatory pre-departure orientation with the GEC 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 SHSU course for the program. * Reconfirm all reservations with vendors/providers and ensure all payments have been received. * Students will need to register with the US Department of State STEP program before departure. Students must register their itineraries with On Call prior to departure. |