FACULTY-LED STUDY ABROAD PROGRAM
Program Development Timeline - Summer

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.

### 12+ Months Before Departure
- Meet with the Office of International Programs to discuss a program proposal for new faculty-led programs.
- 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 vendors (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.
- 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 OIP by **August 1st** of the year before your intended program dates along with the syllabi for each proposed course and program itinerary.

### 12 to 6 Months Before Departure
- Create recruitment materials for the program. The OIP 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 OIP 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 September and January/February.
- Recruit, recruit, recruit! The faculty’s dedication to recruitment will have the biggest impact on students’ participation.

### 6 to 3 Months Before Departure
- Expand recruiting by attending a second study abroad fair, holding information sessions, classroom visits, etc.
- Meet with all interested students to provide them with program information.
- The OIP will communicate with students about all documents and forms that must be turned in by them as well as ensure all payments are being made.
- Order textbooks for program if necessary.
- Contact the OIP to schedule a time for the mandatory pre-departure orientation and reserve a space to meet.
- Research visa requirements and insure that all students have acquired all necessary immigration documents (passport, student/visitor visas, etc.).

### 3 to 1 Months Before Departure
- Hold mandatory pre-departure orientation with the OIP 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 insure all payments have been received.
- Study Abroad staff will register all students with the US Department of State before departure. Students must register their itineraries with International SOS prior to departure.