Faculty Leader Planning Timeline

Ahead of Time:

Research the location, if possible, visit the destination ahead of time. You need to become an expert on the location that you would like to take students.

October/November (two years before):

Set up a meeting with the Office of Study Abroad / Global Education to discuss your future program plans.
Discuss the proposal process and the expectations you have for the Office of Study Abroad's involvement in the program.
Ask about program providers that may be useful to work with in the destination of your program. Talk to your department chair and dean about the possibilities of offering your course overseas and receive explicit approval.

February (one year before):

Determine the course you would like to offer and work on direct correlations between location and course work.
Be sure to be in contact with the program provider to ensure that the program itinerary and logistics fits your needs and is relevant to the course you want to offer.
Work on the budget of the program, it is important that the program is cost-friendly to students and that it covers the faculty leader's expenses. Salary negotiations should also occur at your college level with your dean.
At this point you should have a preliminary itinerary with your program provider.
Submit proposal to the Office of Study Abroad.
This proposal, syllabus, itinerary, and budget will then be reviewed by MU Faculty-Led Study Abroad Steering Committee.

March:
Receive decision on your proposal.
Submit signed contract, medical forms, passport information, and emergency contact information.

April:
Work with Study Abroad and provider to create a final initial budget that will set the minimum number of students and cost per student for the program.
Work with Study Abroad to review student applications, deadlines, and number of payments for the students' remaining balance.
Begin discussing the opportunity with students and colleagues throughout the university. Students who plan to study abroad a year before are more motivated.

May:
Communicate your recruitment strategy with the Office of Study Abroad.

- Work with Study Abroad and UComm to create promotional materials for your program.
- Plan to attend and recruit at the Study Abroad Fair.
- Plan an information session for the beginning of the semester after the Study Abroad Fair.

August:

At this point you should plan to get back in touch with the Office of Study Abroad to embark on the recruitment strategy for the program.
Please note that Study Abroad Fair could be in August or September.

September/October/ November:

This is the main time to advertise your program on campus. It is important to use as many different venues as possible to get the word out.

- Create an info session for your colleagues to help spread the word about your program.
- Create flyers and posters, advertise on your college and department websites / social media, and the study abroad website, speak to classes, attend study abroad campus events, and host information sessions.

It is important to talk to as many students as you can and use the Study Abroad Fair to your advantage. If you are working with a program provider, invite them to campus.

Advise students to get passports/ visas if needed. Passports or proof of passport application will be required as part of the application process.

Attend Title IX training.

Beginning of February:

Students submit their applications and application fee to the Office of Study Abroad.
Study Abroad will confirm academic and student conduct eligibility.

If you have not met your required number of students, discuss with Study Abroad, Dean, and provider to see if we can make the budget smaller or if the program should be canceled.

This deadline may change depending on the terms and conditions included in the provider contract.

Mid-February:
Students will be notified of their acceptance.

Students pay initial deposit.

Beginning of March:

Students complete additional information required by the Office of Study Abroad.

Mid-March:
Students continue meeting payment deadlines.
At this point, the Office of Study Abroad will assist you in keeping track of student payments.

End of March:
Complete and file an Emergency Safety Worksheet with the Office of Study Abroad.
By now you should have your list of students going on the program finalized.
Passports should be in hand.

Mid-April:

All final payments should be made at this time by the students.
Students will purchase travel health insurance via Study Abroad.
Students will pay BOG Study Abroad fee.
Study Abroad will handle payment to the provider.

April:

- Flights should be purchased by the end of this month in order to get the best price available. Study Abroad will identify a group flight if one is not included via provider.
- Office of Study Abroad will host a mandatory Pre-Departure Orientation with students. You should plan to be there and to meet with your group individually as well covering any country specific items that may need to be covered.
- Financial aid should be released, and students should be registered for their summer courses via Office of Study Abroad or on their own depending on your program model.
- Meet with the Office of Study Abroad to understand emergency steps for contacting the university while abroad.
- Be sure that everyone in your group is registered with the Dept. of State's STEP Program.

May/ June/ July:

- Complete final preparations and embark on your program, be safe and enjoy!
- Before students return, have them complete the online assessment.
- Submit student grades within one week of the program ending.
- Submit program review and photos.

Additional Tips:

- It is important to plan as early as possible so we can have all the issues worked out well in advance before the initial implication of the program.
- Be sure to maintain good communication with all parties involved: Office of Study Abroad, program provider (if necessary), overseas university (if necessary), and most importantly the students. Information must be relayed to the students in a very professional and organized manner for the program to run smoothly.
- Create a messaging group using WhatsApp, Line, etc. to communicate with students easily abroad. These apps allow students to also call you if needed using WiFi.
- Meet with your students at least once or twice before the actual program. This will build stronger bonds among the group and will be useful to everyone when traveling overseas together.
- Take plenty of pictures and share them with the Office Study Abroad.
- Be sure to have all necessary information about your students prior to departing on your program, make sure the Office of Study Abroad has a copy as well and even your department chair or dean just to be safe.
- Upon return, please schedule a debriefing meeting with the Office of Study Abroad to discuss the program and possibilities of future endeavors.