

## Faculty-Led Program Development Timeline

### **Planning and Development**

(18 - 10 months in advance)

1. Research and assess student interest, program viability, and academic purpose of location.
2. Discuss plans with your Department Chair and Dean, and Learning Abroad Director.
3. Develop a course syllabus and itinerary which will meet course objectives, including rationale for conducting the courses abroad, and submit a proposal to your Department Chair and Dean.
4. Get department/college approval and send signed proposal form and THECB Certification Form to the Learning Abroad office for Provost review.
5. Once academic plans are formulated, meet with your Department Business Administrator (DBA) to discuss how to approach the program administratively and in compliance with the UH Manual of Administrative Policies and Procedures (MAPP), including foreign travel requests and approvals.
6. Research education abroad providers and gather at least three bids based on your itinerary requirements in conjunction with DBA.
7. Prepare a budget and set student program costs based on a minimum number of participants. Determine what the program fee will cover and what additional costs students will incur (i.e. airfare, additional meals, etc.). Be sure to factor in tips in either the budget or additional student costs.
8. Determine a refund policy, including refund dates and percentages, as well as a cancellation date if enrollment is not sufficient.
9. Determine if students will need visas and consult the respective consulate for visa information. Keep in mind that international students may be required to have visas for certain countries where United States citizens will not need a visa. Do not assume all students participating will be U.S. citizens.
10. Ensure course is created in course catalog and listing for the specified term.
11. Create application form and determine criteria for students to participate.

### **Marketing and Student Recruitment**

(10 - 5 months in advance)

1. Work with Learning Abroad to create information flyers and detailed program brochures. Per THECB, "Advertising and marketing for study-abroad courses will emphasize the instructional nature of the classes and not create the impression that they are credit-for-travel experiences."
2. Post information about the program on college website and send link information for posting on the Learning Abroad website.

3. Schedule a series of information sessions to create awareness and answer student questions. Invite Learning Abroad staff to talk about scholarship opportunities and the Passport for Coogs program.
4. Meet with Learning Abroad staff about other avenues for marketing (including student advising appointments, fairs, digital media marketing, etc.) if necessary.
5. Prepare post-acceptance materials and databased spreadsheet provided by Learning Abroad to track student information.

### **Pre-Departure**

(5 - 2 months in advance)

1. Attend a Risk Management Seminar for training by Learning Abroad and determine in-country safety plan.
2. Continue recruitment activities as necessary.
3. In conjunction with Learning Abroad, determine who will collect student documents required by UH (i.e. release and indemnification form, emergency contact information, health disclosure, etc.). Documents can be collected either by Learning Abroad or program leaders.
4. Check with DBA or provider regarding status of student payments
5. Ensure students are registered for the course if applicable.
6. Schedule a minimum of one pre-departure orientation which includes academic requirements as well as emergency and safety information and the culture and customs of the destination country. Invite Learning Abroad to at least one orientation to explain document requirements and emergency and safety procedures, and to answer any questions.

### **Pre-Departure Continued**

(2 - 1 months in advance)

1. Reconfirm all travel arrangements abroad and payments to vendors.
2. Contact Learning Abroad to confirm all students have complied with document requirements. If faculty is collecting documents, deliver copies to Learning Abroad via USB or hard copy.
3. Send Learning Abroad final roster of students.
4. Organize emergency contact information on all students for your records while traveling.
5. Prepare emergency contact and detailed itinerary information sheet for students that can also be shared with parents.
6. Review in-country safety plan and prepare an on-site, in-country orientation for students after arrival.