

## 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 Assistant Director.
3. Develop a course syllabus and itinerary, which will meet course objectives, including rationale for conducting the courses abroad, and submit the Learning Abroad Proposal to your Department Chair and DBA for approval. The form must then be sent to the College Dean and CBA for approval.
4. Once Department/Dean approval is obtained, send signed proposal form to the Assistant Director of Learning Abroad for UH Global approval. Approval must be obtained before faculty can begin program recruitment.
5. Meet with your Department Business Administrator (DBA) to discuss how to approach the program in compliance with the UH Manual of Administrative Policies and Procedures (MAPP), including contracts with vendors, foreign travel requests and approvals. Consider vendor options. Work with your DBA on an RFP for purchasing based on your itinerary requirements. There must be a signed contract in place with vendors.
6. With support of your vendor, 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.
7. With support of your vendor and DBA, determine a refund policy, including refund dates and percentages, as well as a cancellation date if enrollment is not sufficient.
8. 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.
9. Ensure course is created in course catalog and listing for the specified term.
10. Create application form and determine criteria for students to participate.

### **Marketing and Student Recruitment**

(10 - 5 months in advance)

1. Work with your college or Learning Abroad to create 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 information to Learning Abroad to post in ViaTRM (Learning Abroad traveler software).

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. Host a table at Learning Abroad Fall and Spring Fairs. If desired, meet with students to interview them before accepted.
4. Formally accept students into the program via email. Prepare post-acceptance materials and ensure students are sent instructions for payment. Send student roster to Learning Abroad and inform students to apply on ViaTRM with Learning Abroad.

### **Pre-Departure**

(5 - 2 months in advance)

1. Attend a Risk Management Workshop required by the Office of the Provost to and determine in-country safety plan (sessions offered in the fall and spring).
2. Continue recruitment activities as necessary.
3. Ensure all program participants register on the Learning Abroad ViaTRM portal and complete all necessary documentation: student conduct abroad agreement, release and indemnification, proof of CISI insurance coverage, health disclosure form, passport information and travel policy waiver if necessary.
4. Check with DBA or provider regarding status of student payments if applicable.
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. Send Learning Abroad a final copy of program itinerary and faculty leader contact information in country.
3. Contact Learning Abroad to confirm all students have complied with document requirements.
4. Send Learning Abroad final roster of students.
5. Organize emergency contact information on all students for your records while traveling.
6. Prepare emergency contact and detailed itinerary information sheet for students that can also be shared with parents.
7. Review in-country safety plan and prepare an on-site, in-country orientation for students after arrival.

### **On-Site Orientation**

1. Once in-country, conduct an on-site orientation with students to cover emergency and communication plans and emergency meeting point. Make sure students carry emergency card on their person at all times.