Evaluate the program concept – 18-12 months before travel

☐ Consider the criteria for high quality study abroad programs:
  o How does this program support the goals of your department and college?
  o How is the international component of this program integral to the goals and objectives of the course?
  o Does this program duplicate other programs already available to CSU, Chico students?
  o Is this program financially viable – will enough students be interested and willing to pay the required fees to support the program costs?
  o Does this program ensure the health and safety of all participants?

☐ Confirm that you have the support of your department chair and college dean.

☐ Discuss your program concept with the Office of International Education Director Frank Li and Study Abroad Coordinator Tasha Dev (530-898-5415; tdev@csuchico.edu or fli@csuchico.edu).

☐ Submit the Preliminary Proposal for International Faculty-led Programs for review by the Study Abroad Advisory Committee.
  o Spring: due March 1 of the year before travel
  o Fall: due October 1 of the academic year before travel

NOTE: Only programs which take place during the regular fall and spring semesters may be offered with state support.

Develop and plan the program – 11-8 months before travel

☐ Define the program goals and content, integrating any feedback from the Study Abroad Advisory Committee’s review of your Preliminary Proposal.

☐ Create the course syllabus and establish learning objectives that address both disciplinary knowledge and intercultural competence.

☐ Confirm the course is added to the department’s schedule of courses, which chair and dean’s approval and support.

☐ Confirm travel, housing, and program activities and a daily schedule.

☐ Develop a program budget that addresses all costs, direct and indirect, necessary to deliver the program. Include expected contributions from grants, donors, etc.

☐ Confirm program costs (additional course fees) for campus approval. Alternatively, seek departmental approval to use funds from the consolidated course fee allocation, if appropriate.

☐ Identify any costs to the students that are not included in the additional course fee so students have a clear understanding of the total cost of the program.

☐ Establish application requirements and registration timelines. Determine who will collect and process applications and fees and train that person.
Document all provider agreements and secure required contracts or other agreements.

Coordinate with the CSU, Chico Risk Manager to ensure all safety and liability issues are addressed.

Establish program application requirements and materials.

Submit the International Faculty-led Study Abroad Program Plan and supporting documentation to the Study Abroad Advisory Committee for review and final approval by University administration.
  - Spring: due October 1 of the calendar year before travel
  - Fall: due March 1 of the academic year before travel

Integrate any feedback from the Study Abroad Advisory Committee (if applicable).

Work the program plan – 8-2 months before travel

Once your program is approved, you may begin recruiting students.

Review applications and confirm approved participants.

Make sure you are familiar with University requirements for reimbursement of travel expenses (expenses incurred in the delivery of a study abroad program are reimbursed through the travel reimbursement process with an advance prior to the trip and a travel claim upon return).

Submit a Travel Request and Travel Advance request through your department.

Make all necessary travel arrangements according to the program plan; book your airfare.

Confirm all program arrangements at the destination location and coordinate with your department to pay any deposits or other pre-payment of services required for effective program delivery.

Confirm your access to funds through ATM or credit card as necessary.

Confirm cell phone service at your destination or confirm that you have adequate and immediate access to phone service in case of emergencies.

Participate in a faculty orientation coordinated through the Office of International Education.

Prepare students – 60-30 days before travel

With Office of International Education, conduct mandatory study abroad orientation sessions with students on issues of travel safety, security, health, cultural adjustment, academic expectations, and practical issues related to participating in the program.

Confirm with the Office of International Education that all required documents from students have been received and all necessary campus risk/liability tasks are complete:
  - All student travel arrangements confirmed and documented
  - Emergency contact information is on file with UPD
  - Insurance and international ID cards have been secured for students
  - Host country emergency contact information and resources have been shared with students and parents

Conduct any pre-departure class meetings or other program-related activities.
Deliver the program: travel, teach, and enjoy the experience!

- Arrive with the students or be on site in advance of their arrival and be on location for the duration of the program.
- Conduct an on-site orientation.
- Register with the US Embassy in the host country.
- Conduct the program as planned.
- Respond to any emergencies as outlined in the emergency plan prepared as part of the program development process.

Evaluate the program implementation – within 30 days of program conclusion

- Submit all travel expenses and clear any travel advances
- Solicit student feedback on program quality and effectiveness.
- Provide a written summary of the program successes, highlights, and challenges to the Office of International Education.