

Checklist for Leading a Spring Study Abroad Program

This checklist is intended to complement the Study Abroad Faculty Handbook.

Check the handbook for further details as well as general procedures.

Action

Deadline

Program Development and Recruitment

- | | |
|--|--------------------|
| <input type="checkbox"/> Meet with previous leaders to discuss successes and failures | Ongoing |
| <input type="checkbox"/> Provide program information sheet and Web site text to OSA editor | Late Spring/Summer |
| <input type="checkbox"/> Meet with OSA Coordinator to discuss issues | Late Spring/Summer |
| <input type="checkbox"/> Work with OSA staff on developing and finalizing budget | July |
| <input type="checkbox"/> Order study abroad course sections | Summer |
| <input type="checkbox"/> Attend OSA-sponsored budget workshop | September |
| <input type="checkbox"/> Participate in study abroad fair | September |
| <input type="checkbox"/> Develop plan for recruitment and promotion, inc. information meetings | Fall |
| <input type="checkbox"/> Attend new study abroad faculty orientation | October |

Admissions and Logistics

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|---|----------------|
| <input type="checkbox"/> Review applications on a rolling admissions basis (and interview if appropriate) | Throughout yr. |
| <input type="checkbox"/> Communicate any program-specific information to students | Throughout yr. |
| <input type="checkbox"/> Book personal airline reservations and make own housing arrangements | August |
| <input type="checkbox"/> Contact OSA and/or travel agent for group flight arrangements (optional) | Sept/Oct |
| <input type="checkbox"/> Obtain passport, visa(s) and immunizations | Fall |
| <input type="checkbox"/> Organize country/program-specific orientation | November |
| <input type="checkbox"/> Order textbooks/prepare course(s) and notify students of any pre-departure purchases | Fall |
| <input type="checkbox"/> Submit all invoices to OSA | Fall |
| <input type="checkbox"/> Identify someone to represent your program at the study abroad fair | January |

Pre-departure Preparation

- | | |
|---|---------------------|
| <input type="checkbox"/> Review Travel Advance Worksheet with OSA staff | 1 mo. before dep. |
| <input type="checkbox"/> Provide information to OSA for completion of Travel Authorization Form | 1 mo. before dep. |
| <input type="checkbox"/> Prepare for on-site financing (ATMs, corporate credit card, traveler's checks, etc.) | 1 mo. before dep. |
| <input type="checkbox"/> Collect travel advance, OSA credit card, and insurance card | |
| <input type="checkbox"/> Chief of party | 30 days before dep. |
| <input type="checkbox"/> Others | 7 days before dep. |

Non-academic On-site Responsibilities

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|---|----------------|
| <input type="checkbox"/> Record expenses | On-site |
| <input type="checkbox"/> Meet with students to discuss non-academic issues | On-site |
| <input type="checkbox"/> Distribute evaluation and ask for a volunteer to submit forms to OSA | End of program |

Post-program Activities

- | | |
|--|------------------------|
| <input type="checkbox"/> Contact OSA to schedule an appointment | 5 days after return |
| <input type="checkbox"/> Reconcile your travel advance | < 30 days after return |
| <input type="checkbox"/> Ensure that program evaluations have been turned into OSA | < 30 days after return |
| <input type="checkbox"/> Submit report | < 60 days after return |
| <input type="checkbox"/> Assist future leaders | |
| <input type="checkbox"/> Begin planning for next year | |