

# TIMELINE OVERVIEW OF THE STUDY ABROAD/AWAY PROGRAM LIFECYCLE

Leading a Study Abroad of Away Program: A Faculty and Staff Toolkit

<u>12-18 Months Out</u>	<u>6-12 Months Out</u>	<u>2-7 Months Out</u>	<u>1-2 Months Out</u>	<u>Program Runs</u>	<u>Re-Entry</u>
<ul style="list-style-type: none"> <li>• Form idea</li> <li>• Investigate processes and details</li> <li>• Propose to department and college</li> <li>• Obtain dept/college approvals</li> <li>• Create budget</li> <li>• Identify funding</li> <li>• Obtain dept/college/EIP approvals of budget</li> <li>• Begin agreement routing process</li> <li>• Schedule Course(s)</li> <li>• Build and open online application</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit</li> <li>• Recruit</li> <li>• Recruit</li> <li>• Schedule Course(s)</li> <li>• Start to think about the next program</li> </ul> <p>*Do not underestimate the amount of time needed to focus on recruiting for YOUR program.</p>	<ul style="list-style-type: none"> <li>• TRs</li> <li>• Insurance</li> <li>• Student Payments</li> <li>• Vendor Payments</li> <li>• Flights</li> <li>• Passports/Visas</li> <li>• Vaccinations</li> <li>• Student Pre-Departure Orientation</li> <li>• Faculty Pre-Departure Orientation</li> <li>• Terra Dotta Registrations</li> <li>• Course Registrations</li> <li>• Prepare coursework and supplies</li> <li>• Start to think about the next program</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to resolve any unfinished tasks listed in previous columns</li> <li>• Pack</li> <li>• Advise Students</li> <li>• Start to think about the next program</li> </ul>	<ul style="list-style-type: none"> <li>• Teach/Learn</li> <li>• Visit</li> <li>• Coordinate</li> <li>• Report/Update</li> <li>• Engage</li> <li>• Experiences</li> <li>• Process</li> <li>• Reflect</li> <li>• Start to think about the next program</li> </ul>	<ul style="list-style-type: none"> <li>• Academic wrap-Up</li> <li>• Cohort and campus engagement</li> <li>• Accounting closeout procedures (IRA report, Travel expense claims, final invoices)</li> <li>• Travel closeout procedures (TR closeout)</li> <li>• Start to plan the next program!</li> </ul>