



STUDY ABROAD PROGRAM- FACULTY PLANNING CHECKLIST

This checklist is a tool for faculty interested in leading a study abroad program. Listed below are all the steps in the development, proposal, and implementation process. You should meet with your dean to map out the dates that items will be completed and use this list to stay organized.

PROGRAM OUTLINE: 14-16 MONTHS OUT

- Choose destination, course offering/s, dates of program (allow at least 12 months)
- Notify your Dean and the Center for Global & Cultural Programs (CGCP) in writing of your proposed program.

PROVIDER SELECTION & PROPOSAL SUBMISSION: 12-14 MONTHS OUT

- Choose a service provider
- Request a preliminary proposal and cost estimate
- Complete the 'Faculty Proposal Form' and submit for Dean approval
 - Dean will forward proposal to VP of Instruction & President's Office
 - Once approved, President's office will add agenda item for Board approval
 - Upon Board Approval, President's Office will forward copies of approved proposal to District Educational Services.
- Forward a copy of the approved proposal to the Center for Global & Cultural programs (CGCP).

PROMOTION & STUDENT RECRUITMENT: 10-12 MONTHS OUT

- Request final contract & program brochure from service provider
 - Submit to District Educational Services
 - District Educational Services will submit contract for Board Approval
 - Upon Board Approval, program brochure will be available via CCCD & GWC website
- Promote program & recruit students
 - Most service providers will have a required minimum number of participants to make the program a 'Go'
 - Students will need to complete the application and submit their deposit directly to the service provider
 - Application and deposit deadlines should be outlined in the service provider contract

CURRICULUM DEVELOPMENT: 12-6 MONTHS OUT

- Create learning outcomes and curriculum for your study abroad program
- Finalize itinerary with provider
- Create integrated syllabus
- Create the curriculum for your pre-departure and re-entry meetings
- Send integrated syllabus and curriculum for pre-departure and re-entry meetings to Center for Global and Cultural Programs



PRE-DEPARTURE PREPARATION: 1-3 MONTHS OUT

- Ensure all program participants have purchased **short-term outbound medical insurance** through the
- District approved insurance provider. This must be completed **no less than 60 days** prior to program departure.
 - www.studentinsuranceusa.com/studyabroad
 - Individual medical insurance cards will be mailed to the District Educational Services Office and forwarded to faculty for distribution
- Confirm participants are enrolled in your course through the GWC Admissions & Records Office
- Finalize room assignments as you finalize roster.

PRE-DEPARTURE PREPARATION: 1 MONTH OUT

- Host a Pre-Departure Meeting/Orientation
 - Students should complete participation packet & all other required paperwork
 - Students should receive final departure, safety, and program information
 - Consult with the Center for Global & Cultural programs for assistance with intercultural curriculum if needed
- Follow-up with Service Provider
 - Submit student packets
 - Request final itineraries for review

IN-COUNTRY LEADERSHIP:

- Connect with on-site service provider contact(s)
 - Emergency phone numbers should be exchanged
 - Advise students on housing, health, and safety issues
- Ensure compliance with all host country laws and cultural norms
- Enforce CCCD's Student Code of Conduct
 - Utilize incident documentation forms, withdrawal forms, and accident report forms when necessary
- Maintain copies of insurance and authorizations forms for all participants, including a copy of the service provider Emergency Action Plan
- Support and respond to student issues and/or emergencies

RE-ENTRY: UPON YOUR RETURN

- Submit course grades
- Submit course evaluations
- Conduct re-entry meeting(s)
- Encourage students to post on the GWC Study Abroad Facebook page about their experience
- Send program photos to the Center for Global & Cultural Programs for future promotion