

Timeline for Program Development

Faculty-Led Group Study Abroad Kansas State University

This is the ideal timeline for a faculty-led program: 18 months start to finish:

Approval Process: 18 months in advance of program departure

- Faculty Leader (FL) assesses the need for a program and the potential for sufficient enrollments.
- FL informs Coordinator of Faculty Services (CFS) in the Study Abroad Program of interest in faculty-led programming and receives introductory materials
- FL drafts Program Proposal and preliminary budget with assistance from CFS.

Development Process: 12-16 months in advance of program departure

- Faculty Leaders (FL) submits finalized Program Proposal form and budget to the Coordinator of Faculty Services (CFS).
- CFS and FL finalize a student payment plan.
- CFS will notify FL when the program proposal has been approved.
- CFS completes Division of Continuing Education (DCE) course information sheet, which is then submitted to DCE for approval. Once DCE approves the course, it will be posted on the K-State website.
- CFS and FL develop a marketing plan.

Recruitment Process: 6-12 months in advance of program departure

- The Coordinator of Faculty Services (CFS) prepares program brochure.
- CFS assists Faculty Leaders (FL) with program promotion through a program brochure, website announcement, and the annual Study Abroad Fair.
- FL coordinates classroom visits, information sessions, department listserv announcements, brochure distribution, etc.
- Students submit application along with their first program payment to the Study Abroad Program (304 Fairchild Hall).
- Non-K-State students who wish to participate in the program may apply to K-State as non-degree students.
- CFS will notify FL via e-mail when the DCE course has been officially set-up
- All students should obtain passports.

Student Logistics: 3-6 months in advance of program departure

- Faculty-Led Accountant (FLA) monitors student payments and notifies Faculty Leaders (FL) of outstanding balances.

- Students submit second program payment to Study Abroad Program.
- If applicable, Third Party Program Provider (TPPP) invoices the Study Abroad Program for program costs. The Faculty-Led Accountant utilizes program fees to make payments on behalf of the group.
- CFS submits Student Cost Sheets to the Office of Student Financial Assistance.
- FL instructs students to make travel arrangements independently or, if group travel is arranged, to purchase tickets on schedule with group travel agent.
- Students contact the K-State Foreign Travel Clinic and share health concerns and request information on immunizations.
- Students enroll via ISIS in study abroad course
- FL holds program pre-departure orientation(s)
- Students apply for financial aid

Faculty Logistics: 2 months in advance of program departure

- Faculty Leader (FL) confirms all arrangements and reservations
- Balance of student program fees due to the Study Abroad Program - these must be collected no less than 2 months before departure.
- FL requests travel advance from Faculty-Led Accountant (FLA)

Pre-Program *Open Doors* Evaluation: 1 month in advance of program departure

- Students complete pre-program *Open Doors* electronic evaluation (administered by the Study Abroad Program)

Last Minute Procedures: 1 week in advance of program departure

- Faculty Leader (FL) and students register with the U.S. Department of State.
- FL obtains cash advance from Faculty-Led Accountant (FLA).
- Students pay tuition/fees to K-State

Program Takes Place

- Coordinator of Faculty Services (CFS) remains in contact with Faculty Leader (FL) and is available to assist with problems or crisis management.

Grade Submission

- Grades due approximately one week after the last day of the course on ISIS.

Program Concludes: 1-30 days after conclusion of program

- Faculty Leader (FL) submits receipts and travel expense log to Faculty-Led Accountant no more than 30 days after the end of travel.
- FL hosts debriefing session for students.

Program Evaluation Process: 1-3 months after conclusion of program

- Students complete post-program *Open Doors* electronic evaluation (administered by the Study Abroad Program)
- Students complete the K-State Study Abroad Program's electronic evaluation for faculty-led group study abroad programs (administered by the Study Abroad Program)
- Faculty Leader (FL) completes a short program evaluation (administered by the Study Abroad Program)
- Students are encouraged to join Study Abroad Mentors, International Buddies, and other programs coordinated by the Study Abroad Program
- FL may provide student(s) opportunities to work with FL in recruitment process for next program.