## Faculty-Led Study Abroad Program Development Timeline

| 12 + Months Before Departure | ✦ Meet with the Director of the Office of Study Abroad (OSA) to discuss program proposal for new faculty-led program.  
✦ Consult with Department Chair & Dean to gain support for the program and proposed courses.  
✦ Develop the general framework of the proposed program, including: travel dates, general in-country itinerary, proposed budget, learning outcomes, etc.  
✦ Complete the Maymester Course Proposal Form by **May 31st** including a recent C.V. and letter of support from Dean. |
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| 6 to 12 Months Before Departure | ✦ Finalize syllabi for courses being taught on program.  
✦ Create marketing materials for the program. Study Abroad staff creates and distributes flyers and marketing materials on campus, advertising for the program through social media, as well as creating a program page on the study abroad website.  
✦ Attend the Study Abroad Fair in September to advertise your program.  
✦ Consult with program providers, host universities/organizations and other vendors (airlines, hotels, tour companies, host families, etc.) regarding logistical support and costs.  
✦ Finalize program framework—student program fee, travel documents needed and immunizations. |
| 3 to 6 Months Before Departure | ✦ Continue recruitment efforts by holding convos, classroom visits, etc.  
✦ Communicate with OSA the appropriate courses that need to be created so that students can register. Order any textbooks for program if necessary.  
✦ Submit finalized budget including final number of student participants.  
✦ Research visa requirements and insure that all students have necessary travel documents. |
| 1 to 3 Months Before Departure | ✦ Hold mandatory pre-departure orientation(s) with student participants.  
✦ OSA will follow-up with students to make sure all travel documents, health forms, deposits and study abroad paperwork have been submitted prior to departure.  
✦ Ensure that all students are enrolled in the correct Belmont course for the program.  
✦ Reconfirm all reservations with vendors/providers and insure all payments have been received.  
✦ Provide OSA with a finalized itinerary with specific program and travel details.  
✦ OSA will enroll all students in international medical insurance and provide students with emergency contact information.  
✦ OSA will hold faculty pre-departure orientation and provide faculty leaders with departure packets including all student medical forms, copies of passports, expense logs and HTH insurance information.  
✦ OSA will provide an international cell phone if necessary and a purchasing card for on the ground costs. |