Proposed timeline:

Faculty deadlines:

September-October: Discussions and coaching

November 1: Intent form due for programs for the next academic year

February 1: Proposal deadline for next academic year

March 1: Deadline for decision for next academic year

Student deadlines:

First week of fall term: Winter break program

First week of winter term: Spring break program

First week of spring term: Summer program

Working Document

Intent to Lead a Study Abroad/Study Away Program

Name, etc.

Destination

Preferred dates of travel

Preferred program provider.

If this provider is not on the college’s approved list, rationale for choosing this provider

Describe your experience with this destination

Describe your experience in international travel

Describe your experience in travelling with students

Will this program be credit bearing?

Will this program include on-campus coursework? How many hours of instruction on campus? How many hours of instruction on site?

All programs must include a debriefing/re-entry session consisting of at least 4 hours. What date do you plan the debriefing?

Will this travel require you to miss any classes? If so, how will those be addressed?

How will this course factor into your workload? Have you discussed this with your dean?

Other questions…

This would be submitted to the GLC, approved or disapproved.