LEADING A FACULTY-LED EDUCATION ABROAD PROGRAM

OIE, along with the Faculty Senate International Programs Committee, encourages you to look at Experiential Outcomes as a way to foster global self-awareness, cultural diversity appreciation, and personal and social responsibility with your students.

**TASK A: Develop the Course**
- **NEW COURSE**
  - Department Curricular Approval - Contact Chair
  - Notify Office of International Education (OIE)
- **EXISTING COURSE**
  - 1st time taught abroad
  - Faculty Senate International Programs Committee Letter of Advice (Guidelines for Letter)
  - Get Your Course Scheduled Contact your Dean’s Office for process instructions
  - Develop the Program With OIE

**TASK B: Develop the Program With OIE**
- **EXISTING COURSE - Taught abroad in the past**
  - Develop Budget & Tentative Itinerary and submit to OIE
  - Provide Information & Review Student Application (application items, program fees, location, dates, website links, etc.)
  - Application is Opened - recruit students
  - Application Closes Make acceptance decisions and work with OIE on budgeted expenses
  - Submit Pre-Departure documents: Leader Emergency Contact Crisis Management Plan Final Itinerary

Enjoy your carefully planned, safe, and exciting time abroad.

**HINTS for RECRUITING STUDENTS**
- Face to face works best; hold some info sessions
- Have an eye-catching poster designed (for free!) & displayed across campus
- Attend the Fall Education Abroad Fair
- Let your colleagues and students know about your program
- Share info and photos with OIE to push out on social media
- Tap your alumni to help with recruitment

**DEADLINES for REA FS**
- **Fall:** February 1
- **J-Term:** July 1
- **Spring:** July 1 (includes Spring Break and May programs)
- **Summer:** December 1

Note: Faculty Senate IPC only meets during the academic year - plan accordingly.