Faculty-Led Study Abroad Program Development Timeline

**Program Proposal**
- Attend program development workshop
- Submit faculty-led proposal online

**Proposal Review**
- Proposal review and approval by:
  - Study Abroad Faculty Advisory Board
  - College Administrative Board

**Program Development**
- Work in conjunction with SAO to develop program details and logistics
- Attend Fall Study Abroad Fair
- Promotion within department
- Classroom visits

**Program Applications**
- Applications open in December and close mid-February
- Attend Spring Study Abroad Fair
- Application review
- Decisions and scholarship info sent out in March

**Pre-Departure**
- Faculty pre-departure
- Student pre-departure orientation
- Finalize details, sign appointment letter and arrange for cash advance (if necessary)

**Study Abroad**
- Teach abroad!
- Submit receipts and expense report
- Plan for next year!

**Program Promotion**
- Attend Fall Study Abroad Fair
- Promotion within department
- Classroom visits

**Return**
- Debrief/report

**Program Applications**
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