# Faculty-Led Study Abroad Program Development Timeline

## PROGRAM PROPOSAL

Attend program development workshop

Submit faculty-led program 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

## PROGRAM PROMOTION

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!

## RETURN

Debrief/report

Submit receipts and expense report

Plan for next year!

FALL | SPRING | SUMMER | FALL | SPRING | SUMMER