

VITERBO STUDY ABROAD PROGRAM DEVELOPMENT CHECKLIST

This checklist is provided to you as tool to help navigate the study abroad program proposal and development process.

1. 14-24 MONTHS BEFORE DEPARTURE

- Familiarize yourself with the Study Abroad website and the resources available to faculty members, as well as the Viterbo Travel Policies.
 - Communicate with a faculty member that has led a Viterbo-Sponsored study abroad program in the past to gain insight and knowledge of the program development process.
- Determine intended destination, timeframe, and curriculum of program.
- Seek input from department chair and/or dean regarding program development
- Meet with the Study Abroad Office to discuss the program concept, responsibilities, logistics, and timeline.
- Begin the program and budget development process.

2. 14 MONTHS BEFORE DEPARTURE

- Submit completed program application to college/school for review.
- Make revisions if necessary.

3. 13 MONTHS BEFORE DEPARTURE

- Study Abroad Office Proposal Deadline:** Submit all proposal materials to the Study Abroad Office (earlier submissions welcome). All signatures and supporting documents must be included. Required forms include:
 - Completed and signed Faculty-led Program Proposal Form
This form identifies the basic elements of your program: who, what, when, and where. The name of the course and number of credits will appear here.
 - Course syllabus
You may adapt from an existing syllabus or create new.
 - Day-to-day travel itinerary
Closely connected to the course syllabus and notes correlation between activities and learning outcomes. The Study Abroad Office can help arrange an itinerary and can offer suggestions as needed.
 - Program Leader Agreement Form
This signed form indicates your acknowledgement and consent to the terms and conditions attached to leading a Viterbo-Sponsored program.
 - Risk Assessment Form
This form is intended to help identify and assess some of the risks involved in the proposed program.
 - Proposed Budget
The Study Abroad Office will rely of the faculty leader to provide initial quotes and decisions about what elements to include. A rough template is available for your use.
 - OPTIONAL: 1-3 digital images for use in program marketing

4. 12-13 MONTHS BEFORE DEPARTURE

- Once program has final approval, meet with Study Abroad Office staff to discuss program budget and develop a marketing plan.
 - Provide Study Abroad Office with in-country contacts, preferred housing information, preferred vendors, etc.
 - Determine if the program should require additional application pieces outside of the required study abroad applicant forms.
 - Determine if the program will require applicant interview prior to acceptance, regardless of applicant numbers. If so, determine interview questions and process.
- Appoint and approve a co-leader to the program if not done during the proposal process.

5. 9-11 MONTHS BEFORE DEPARTURE

- Market your program to students
 - Provide information and/or brochures to colleagues in and outside of your department to recruit students. The Study Abroad Office can help develop these if needed.
 - Visit classes to promote program.
 - Hold 1-2 program informational meetings. Announce meetings in classes, emails, VU Today, other VU publications.
 - Participate in Study Abroad Fairs
 - Utilize Study Abroad social media channels

6. 7-8 MONTHS BEFORE DEPARTURE

- Meet with students to advise them on the program, eligibility, requirements, application processes, etc.
- Students will begin applying for the program. Applications can be found in the Study Abroad Office or online. Study Abroad applications must include:
 - Study Abroad Application Form
 - \$200 Deposit (**Checks only**, made payable to Viterbo University. Deposit goes toward overall program fee)
 - Academic Recommendation Form
 - One page, single-spaced, typed personal statement addressing the following:
 - Indicate the program you are applying for and what motivates you to seek this experience.
 - What do you believe makes you a good fit for this particular program? Consider here not only how the program might impact you, but also how your strengths might enhance the experience for your peers, professors, those you meet along the way, etc.
- All application materials need to be turned in directly to the Study Abroad Office. The application deadline is typically early October for spring semester programs, and mid-March for fall semester programs.
- The Study Abroad Office will create and share a SharePoint Folder with leaders to maintain open communication and updates regarding program applications.

7. 6 MONTHS BEFORE DEPARTURE

- Continue to promote the program to interested students. Answer questions and reach out to students that have started the application process but have not yet completed it.
- Establish a meeting date and time with the Study Abroad Office to review applications after the application deadline.
- Assist the Study Abroad Office in a 6-month Risk Assessment of the program.

7. 5 MONTHS BEFORE DEPARTURE

- Study Abroad Application closes.
- Meet with the Study Abroad Office to review applications and determine final program cost.
 - Conduct applicant interviews if needed. Interviews should include the applicant, one or both program leaders, and a representative from the Study Abroad Office.
 - Work with the Study Abroad Office to establish an accepted/waitlisted/denied list of applicants.
- The Study Abroad Office will send out acceptance, waitlist, and denial emails to applicants, with program leaders copied (typically sent out 1-3 weeks after application deadline.)
 - Accepted students have one week after acceptance email has been sent to turn in their Confirmation of Participation form to the Study Abroad Office.
 - Once a student has been accepted, their \$200 deposit becomes non-refundable. If an accepted student chooses not to participate in the program, their \$200 goes into the general program fund, and the first person on the waitlist is offered their spot.
 - If a student is denied from the program, or if Viterbo decides to cancel the program (due to low applicant numbers, safety concerns, etc.) the student will be refunded their \$200 deposit.
 - Once all Confirmation of Participation forms have been returned, the Study Abroad Office will contact the Business Office, Financial Aid, and Registrar Offices to inform them of the students partaking in the program. Students will be given permission by the Registrar's Office to register for the course attached to the study abroad program and the Business Office will link the course to the program cost. Once the student registers for the course they are automatically charged for the program. Their \$200 deposit will be applied to their tuition bill.
- Faculty leaders will complete the Study Abroad Leader Information Form and turn it in to the Study Abroad Office, along with a copy of their Passport information page or Driver's License

8. 3-4 MONTHS BEFORE DEPARTURE

- Work with the Study Abroad Office to reserve airfare, lodging, in-country transportation, admission tickets, international health insurance, etc.
 - The Study Abroad Office will share a program budget spreadsheet in the SharePoint folder. Budgets will be updated after each transaction takes place.
- Work with the Study Abroad Office and students regarding passports/visas, course registration, financial aid, account charges, emergency contact information, risk/liability forms, housing assignments, etc.
- Set up a time to meet with the group to introduce everyone, talk about the program, class expectations, travel expectations, etc.
- Conduct a 3-month risk assessment of the program

10. 2 MONTHS BEFORE DEPARTURE

- The Study Abroad Office will conduct a pre-departure survey of students as part of an effort to assess the expectations, needs, and knowledge of cultural competency.
- Continue to liaison with the Study Abroad Office regarding travel and finances

11. 1-2 MONTHS BEFORE DEPARTURE

- Collaborate with the Study Abroad Office to conduct a site-specific pre-departure orientation with students.
 - Orientations generally take 2 hours to conduct, and can be split into 2 one-hour sessions if needed. All students are required to attend the pre-departure orientation, so it is best if class time can be used to avoid scheduling conflicts.
 - Pre-departure orientation typically covers the following topics:

- Health and medical information, travel documents, safety abroad, health insurance, cultural sensitivity, culture shock, mental health and stress, jet lag, travel registration, travel policies, alcohol and drug usage, packing, money abroad, electronics usage and more.
- Distribute finalized itinerary to the Study Abroad Office and students
- Create a communication plan with the Study Abroad Office to ensure that you can communicate with Viterbo staff while abroad.

12. 1 MONTH – 1 WEEK BEFORE DEPARTURE

- Receive Program Leader Folder from Study Abroad Office. Folders will include the following:
 - Student and program leader medical and emergency contact information, in-country emergency contact information, travel itinerary, information on budget, airline confirmations, accommodation and other vendor information, international health insurance information, in-country expense tracking forms, copies of all participant and leader passports/IDs, emergency procedure reference sheet, etc.
 - It is the duty of the program leaders to read and familiarize themselves with these documents prior to travel.
- Finalize program travel itinerary and finances.
- The Study Abroad Office will process a cash advance for program leaders for in-country expenses.
 - Work with the Study Abroad Office to determine the best way to receive this cash advance (check, pre-paid card, etc.)
- Conduct a 30-day risk assessment of program.

13. PROGRAM DEPARTURE

- Upon arrival to the host location, contact the Study Abroad Office so it is communicated that all have arrived safely.
- Maintain a list of all cash and credit expenses, and keep all receipts.
- Refer to the emergency procedure reference sheet if any problems arise.

14. WITHIN 1 MONTH OF RETURN

- Turn in program receipts and expense tracker to the Study Abroad Office for processing.
- Complete Post Program Report and submit to the Study Abroad Office
- Study Abroad Office will send a post-program survey to students and will distribute the results to leaders.
- Schedule a meeting with the Study Abroad Office for a post-program debrief.