



VITERBO STUDY ABROAD/AWAY

PROGRAM DEVELOPMENT CHECKLIST

1. 12-18 MONTHS BEFORE DEPARTURE (Phase 1)

- Review and familiarize yourself with the [Viterbo University Student Travel Policy](#).
- Determine intended destination, duration, and objectives of the program.
 - Courses in development that will have a study abroad/away component, must be approved prior to completing the Phase 1 program proposal.
 - Course number(s) should be determined at the time of Phase 1 program proposal submission and included in the submission.
- Connect with 3rd party program providers. Select provider. Request preliminary contract/program proposal.
- Begin refining the program itinerary and developing a budget.
- Meet with your Dean or Supervising VP to discuss the trip/program concept and receive approval to continue planning in preparation for Phase 1 of the Non-Regional Student Travel Program Proposal submission.
- Meet with the Study Abroad/Away Office to discuss the program concept, marketing and recruitment plan, responsibilities, logistics, timeline, itinerary, and budget.
 - Submit Phase 1 of the [Non-Regional Student Travel Program Proposal](#) for Travel Committee approval. Be aware of Travel Committee meeting dates. Contact VP Student Life Division for dates.
 - Phase 1 requires [preliminary budget and itinerary](#), anticipated number of student travelers, signed [program leader agreement](#), official Dean/Supervising VP approval, risk assessments, (safety, health).

2. 9-11 MONTHS BEFORE DEPARTURE

- Following Travel Committee approval, these items need continued development:
 - Program Co-Leader Agreement Form
 - Program leader seeks co-leader. Co-leader submits signed program leader agreement form to Study Abroad/Away Office.
 - Day-to-day travel itinerary
 - Closely connected to the course syllabus and notes the correlation between activities and learning outcomes. Times and duration of activities should be detailed in the itinerary.
 - Budget
 - The Study Abroad/Away Office will rely on the program leader to work with the program provider to determine trip activities. A budget template is available to use. Third-party program provider estimates are appropriate for the budget at this time.
- Market your program to students

- Construct a marketing and recruitment plan.
 - Determine application deadline(s).
 - The application period should conclude by the beginning of the registration period.
 - Direct students to the Study Abroad/Away Application and Policies [website](#) for information and to apply through [Etrieve](#) by completing “Viterbo Sponsored Study Abroad/Away Student Application”
 - Provide information about the program and course to the Study Abroad/Away Office, include photos if available.
 - Study Abroad/Away Office will create promotional materials and social media content.
 - Schedule classroom visits and information session events with the Study Abroad/Away Office.
 - Hold 1-2 program informational meetings for students with Study Abroad/Away staff.
 - Meet with students to inform them on the program, eligibility, requirements, application processes, course registration, scholarship opportunities.
 - Provide information and promotional materials to colleagues in and outside of your department to recruit students.
 - Participate in Study Abroad/Away fairs and events.

3. 6-10 MONTHS BEFORE DEPARTURE

- Continue to meet with students to inform them on the program, eligibility, requirements, application processes, course registration, scholarship opportunities.
- Familiarize yourself with the SharePoint Folder created by the Study Abroad/Away Office for your program.
 - SharePoint folder includes: student applications with personal statement, academic recommendation forms, budget copy, itinerary copy, program provider contract(s), passport photos (if applicable), emergency contacts, transportation reservations/agreements (if applicable), insurance enrollment, flight information (if applicable), medical disclosures, student confirmation of participation.
- Remind students of the requirements of the [application process](#), which includes:
 - Study Abroad/Away Application Form (via Etrieve found [here](#))
 - \$200 Deposit submitted at the Business Office, MRC 214 (Deposit goes toward overall program fee)
 - Academic Recommendation [Form](#) (via Etrieve completed by a VU staff)
 - One page, single-spaced, typed personal statement
 - Optional: apply for study abroad [scholarships](#)
- Assist students in registering for the corresponding course associated with your study abroad/away program.

- Study Abroad/Away Office will send student confirmation of participation forms to all registered students.
 - For fall trips, registration occurs in the prior spring during regular registration.
 - For spring trips, registration occurs in the fall during regular registration.
- Work with Study Abroad/Away to prepare a final budget and program costs per student.
 - Final budget estimates are due at the beginning of the registration window, adjusted for actual student registrations.
 - Study Abroad/Away Office will provide final costs associated with course number(s) assigned to the program to Student Billing in the Business Office.
- Set a meeting prior to the start of class with the student group to introduce everyone, talk about the program, class expectations, travel expectations, timelines. (Fall courses meet in May)
 - Remind students of their responsibility to communicate with faculty regarding their absence from classes during the travel part of the program.
- Work with Study Abroad/Away to determine contract requirements/deposits for providers, housing, transportation, venues, excursions, meals, and restaurants.

4. 4-6 MONTHS BEFORE DEPARTURE

- Work with the Study Abroad/Away Office regarding group flight bookings where appropriate.
- Set a meeting prior to the start of class with the student group to introduce everyone, talk about the program, class expectations, travel expectations, timelines. (Spring courses meet in December)
 - Remind students of their responsibility to communicate with faculty regarding their absence from classes during the travel part of the program.
- Schedule program pre-departure orientation with Study Abroad/Away Office.
- Work with the Study Abroad/Away Office and students regarding passports/visas, financial aid, remaining forms.
 - Consider scheduling a meeting with Financial Aid Office staff to discuss financial aid specifics with students.
- Submit your passport copy to the Study Abroad/Away Office.
- Work with Study Abroad/Away to determine contract requirements/deposits for providers, housing, transportation, venues, excursions, meals, and restaurants.

5. 2-3 MONTHS BEFORE DEPARTURE

- Assist the Study Abroad/Away Office in completing another [Risk Assessment](#) of the program (also completed at the time of the proposal).
 - Determine travel advisories for your destination and discuss those with Study Abroad/Away office.
 - Determine the need for an additional risk assessment one month before departure.

NOTE: Risk Assessments are not required when utilizing an all-inclusive third-party program provider.
- Remind students to complete the following forms: [Study Abroad/Away Code of Conduct Release and Waiver of Liability](#), [Medical Disclosure](#), and [STUDENT PARTICIPANT ASSUMPTION OF RISK AND RELEASE OF LIABILITY FORM](#) via Etrieve.
- Program leader and co-leader complete the [Medical Disclosure Form](#).

- Complete Phase 2 of the [Student Travel Request form](#).
- Ensure all program lead/co-lead forms are in order (ie: passports, insurance, program leader agreement form)

6. 2 MONTHS BEFORE DEPARTURE

- Hold the pre-departure orientation meeting with Study Abroad/Away staff
 - Expect orientation to last up to 2 hours
 - All students are required to attend the pre-departure orientation, so consider using class time to avoid scheduling conflicts.
 - Be prepared to provide site-specific and program-specific cultural and educational information.
 - Remind students of their responsibility to communicate with faculty regarding their absence from classes during the travel part of the program.
- Continue to liaison with the Study Abroad/Away Office regarding travel and finances.

7. 1-2 MONTHS BEFORE DEPARTURE

- Distribute finalized itinerary to the Study Abroad/Away Office and students.
- Create a communication plan with the Study Abroad/Away Office to ensure that you can communicate with Viterbo staff while abroad/away.
 - Phone number of program leaders.
 - Phone numbers and contact names for housing, excursion companies, transportation.

8. 1 MONTH BEFORE DEPARTURE

- Meet with Study Abroad/Away staff to...
 - Conduct additional risk assessment as needed.
 - Submit finalized program travel itinerary.
 - Review the finalized budget.
 - The Study Abroad/Away Office will process a cash advance for program leaders for on-site expenses.
 - Receive student and program leader documents from the Study Abroad/Away office:
 - medical and emergency contact information, in-country emergency contact information, Viterbo University emergency contact information, travel itinerary, airline confirmations, accommodation and other vendor information, international health insurance information, travel expense cash advance tracking form found in your SharePoint trip folder (can modify to fit program needs), copies of all participant and leader passports/IDs.

NOTE: It is the duty of the program leader(s) to read and familiarize themselves with these documents before travel.

9. 1-2 WEEKS BEFORE DEPARTURE

- Receive cash advance.

10. PROGRAM DEPARTURE

- Upon arrival to the host location, contact the Study Abroad/Away Office so it is communicated that all have arrived safely.
 - Using “WhatsApp” for this works well internationally.
- Maintain an accurate record of cash and credit expenses paid with the cash advance funds. Keep all receipts.
 - Use the travel expense cash advance tracking form included in the SharePoint folder for tracking cash advance expenses.
- Use the emergency contact information sheets if any problems arise.
 - Be sure to connect with the appropriate VU staff for any emergency situations.

11. WITHIN 1 MONTH OF RETURN

- Immediately turn in any remaining cash from the cash advance to the Business Office, including the cash advance tracker and receipts. DO NOT turn these items into the Study Abroad/Away office.
- Turn in any per diem requests to the Business Office for processing using the travel expense report [form](#).
- Schedule a meeting with the Study Abroad/Away Office for a post-program debrief, and review of actual budget amounts.

NOTE: All financial aspects of the trip must be closed out during the fiscal year, which ends June 30. Please understand this deadline for trips that end in June.