

# **Faculty-Led Study Abroad Program Handbook**



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## **Acknowledgements**

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- ✓ University of Northern Iowa
- ✓ Facultyled.com

A special note of thanks is given to SUNY Purchase for its in-depth treatment of significant topics related to the development of faculty-led SUNY study abroad programs abroad.

We gratefully acknowledge the following resources:

- a. Successful Short-Term-Programs Abroad: NAFSA: Association of International Educators
- b. Guide to Education Abroad for Advisors and Administrators: NAFSA: Association of International Educators
- c. Standard of Good Practices For Short-Term Education Abroad: The Forum on Education Abroad

# **Introduction**

This handbook is intended to assist and guide SUNY New Paltz faculty members who wish to develop and lead a faculty-led study abroad program. Faculty members who have already led short-term study abroad programs will also find this handbook useful. It contains information about policies and procedures that may have changed.

It is a guide to:

- ✓ Developing a faculty-led study abroad program
- ✓ Securing the necessary approvals
- ✓ Recruiting students
- ✓ Budgeting, organizing, and conducting a faculty-led study abroad program.

Faculty Directors are encouraged to read the handbook thoroughly and to keep it with them when they are overseas.

Study Abroad programs are often an important milestone of our students' college careers and we rely on the participation of faculty to make the opportunity for overseas study a reality for every qualified New Paltz student.

Developing and leading a faculty-led study abroad program offers faculty members a unique opportunity to interact with students in ways not experienced otherwise. The Faculty Director sees students mature and grow in the short time that they study abroad, and the director has a significant and lasting impact on their education and their lives.

## **Role and Responsibilities of the Center for International Programs (CIP)**

One of the functions of the Center for International Programs (CIP) is to coordinate SUNY faculty-led study abroad programs offered through SUNY New Paltz. The CIP welcomes any faculty member with international contacts, experience, or interest to work with our office to develop a program proposal. The CIP will facilitate most of the program matters, including logistics and budget. The CIP will provide the following services:

- Give assistance on how to develop a program
- Supply all required procedures for the establishment of the program, including program applications
- Assist with promotion and student recruitment
- Handle all monetary transactions, including collection and disbursement of funds
- Prepare and process faculty directors expenses and reimbursements
- Assist with international travel arrangements for program participants, when appropriate, as well as housing arrangements, as needed
- Assist with pre-departure orientation sessions
- Registers all participants
- Ensures that the paperwork required for participation has been submitted and is in the students' files prior to departure
- Verifies that participants have appropriate health insurance
- Coordinates submission of grades to the Registrar's Office as needed

# **What is a Faculty-Led Program?**

## **Definition:**

A faculty-led program is a type of credit-bearing international experience that includes activities, organized excursions, and cultural encounters. Faculty-led programs usually last between one to eight weeks.

## **Benefits:**

This study abroad model exposes students to a variety of environment and offers strong mentoring relationships between faculty and students. Faculty-led programs help internationalize a campus and increase the number of students who study abroad.

## **Is it right for me?:**

Are you adventurous, flexible, adaptable, and willing to devote time and effort to the programs? Do you enjoy spending time with and helping students beyond the classroom? Do you have a sense of humor, as well as good organizational, and time management skills? If so, then maybe you are the right person to lead a short-term study abroad or faculty-led program.

## **Key Considerations:**

Location: You should limit your proposal to locations where you have lived and/or traveled and would feel comfortable leading a group of students. A quality program will make use of people and resources available in the host country.

Academic Integrity: You should make sure the program is a *meaningful academic enterprise* consisting of college-level academic study – either coursework or experiential learning or some combination of the two – at a location in a manner that enables participating students to connect with the culture and society of the nation or region in which the program takes place.

Target Population: Will your course topics and chosen locations be attractive to a sizeable audience? If so, do you think you can draw from that audience the minimum number of students the program will need to run? If not, consider a recruitment plan that extends beyond your department, and our campus, and consider reaching out to other SUNY schools, as well as colleges and universities in the Hudson Valley Region.

Financial Feasibility: Will the cost of the program be reasonable? Is it competitive with similar programs? A competitive program fee and a realistic budget will make your program more attractive and feasible for students.

(Adapted from Facultyled.com: <http://www.facultyled.com>)

## **Role and Responsibilities of a Faculty Director**

Leading a group of students on a faculty-led study abroad program requires a commitment of time and energy. Faculty directors will be involved in most aspects of the program before, during and after the program, and are often on duty 24 hours a day while overseas. SUNY New Paltz faculty who wish to direct a faculty-led study abroad program will work with the CIP to obtain approval from their department, and academic dean. Faculty who have proposed and coordinated short-term study abroad programs in previous years may propose continuation of the program. To guarantee the quality and strength of a faculty-led program and to allow adequate time for program preparation, the CIP requires that the faculty director propose a new program a minimum of one year prior to the program dates. *(See Appendix C for Timeline for the Developing a New Faculty-Led Program)*

Returning programs should be proposed no later than eight months prior to the program start dates.

Faculty directors are responsible for much of the communication with potential applicants and student group members regarding program cost; itinerary; travel and accommodation arrangements; site arrangements for faculty and participants; assignments; grading policies; program evaluation and student assessment; and final reports. Faculty Directors are responsible for outlining and making clear the student's role on the program and expectations regarding academics and appropriate behavior.

Faculty directors, in addition to academic responsibilities, are responsible for:

- Maintaining daily contact with program participants while abroad
- Staying in regular contact with program applicants/participants prior to the start of the program and for following up after the end of the program
- Advising students of all changes
- Providing participants and CIP with a detailed program itinerary that includes emergency contact addresses and telephone numbers
- Administering required evaluation instruments
- Contacting CIP as soon as possible of any emergency *(See Appendix E for the SUNY New Paltz Faculty Director Emergency Response Plan)*

The faculty director is responsible for complying with government regulations regarding travel, study, and research in the host country. For example, if approval is required for a site visit, it is the faculty director's responsibility to obtain the approval.

CIP reserves the right to alter or cancel a program as may be deemed necessary.

*(Adapted with thanks from the University of Northern Iowa Faculty-Led Program Handbook)*

# **Fundamental Elements of a Successful Faculty-Led Study Abroad Program**

Every CIP program must exhibit the following four characteristics:

## **1) High Academic Quality:**

SUNY New Paltz study abroad programs *must* adhere to the same high standards of content, delivery, and assessment as courses taught on campus.

## **2) Opportunity for Significant Social Integration:**

The program should have an explicit element that enables participants to become, at least for a while, “residents of,” and not merely “tourists who are visiting,” the place (city, country, or region) where the program is located. All programs must find the means to enable students to interact and engage with the culture of the society in which the program is located.

## **3) Appropriate Orientation :**

The participants should arrive in the host country with practical knowledge about its society and its people. Orientations must be well-developed and ongoing, offering information that facilitates the development of cultural sensitivity. There must be at least one on-campus pre-departure orientation meeting that participants are required to attend. This is not a “recruitment” meeting. At this orientation the staff of the CIP and the faculty director will review the program itinerary and guidelines for the students. The faculty director will explain the academic aspects of the program; the CIP representative will review such items as health and safety issues, and cultural adjustment. Students will be informed about any required forms that have not yet been received by the CIP.

## **4) Constant and Trustworthy Leadership and Guidance:**

Faculty directors are on-call for emergencies 24 hours per day throughout the program, and are there to provide support and assistance for both academic and non-academic needs of the students. Typical non-academic problems that may occur include homesickness, loss of passport, difficulty interacting with host nationals, etc. All students are provided with a pre-departure package. Faculty directors will be provided with the same package, and must act as the SUNY New Paltz representative to ensure adherence to these policies.

*(Adapted with thanks from SUNY Purchase Faculty-Led Handbook)*



# **Guide to Developing a Faculty-Led Study Abroad Program**

## **Identify the need for a program:**

Before planning and developing a program, a few questions should be asked:

- Does the program fill a curricular need for your department?
- Is there an existing New Paltz or SUNY program that already meets these needs?
- Does the program offer something unique that cannot be accomplished on campus, like an opportunity to be immersed in a unique or different culture?
- Will this program have a strong academic component?
- Is there a specific reason that this program should take place in the specified location? What is that reason?
- Does the time of year when the program is planned appeal to students? Is the length of the program appropriate for the academic content?
- Are seasonal costs, airfare, lodging, food, etc. higher or lower during the time this program will be offered?
- Is the political/economic situation stable in the country of destination?
- Is there a minimum GPA requirement for program participation? Prerequisites required for language or other courses?

## **When envisioning the program, think about potential enrollment:**

It is essential that there are enough students to sustain the program. Insufficient enrollment will result in program cancellation.

## **Draft a program Proposal:**

The program requires a program proposal as well as submission of course syllabus, itinerary, and projected expenses. **IMPORTANT:** Faculty Directors should meet with the Dean of International Programs to discuss the proposal guidelines. Faculty directors and the Dean of International programs will discuss the projected expenses, logistical matters, program promotion, application procedures, payment procedures, orientation, and how the proposal may be developed.

*(See Appendix A for a Proposal Form for a New Faculty Led Study Abroad Program)*

## **Course Syllabus:**

Follow SUNY New Paltz syllabus preparation regulations.

**Essential components of projected expenses:**

1. Overseas instructional costs
2. Accommodations
3. Meals (not always included in project expenses, as students sometimes buy their own)
4. Ground transportation and gasoline, chartered buses, public subways, buses, rental
5. Entrance fees (museums, cultural, events, and cultural experiences), group tours, etc.
6. Honoraria for outside experts
7. Faculty expenses
8. Supplies such as mailing, photography, first aid kit, and cell phone

Students will pay for their airfare on their own and may be required to pay for some or all of their meals. Books and any elective travel are also the responsibility of the students.

**Promote your Program:**

Faculty directors must make a personal commitment to get students to participate in their program. Personal experiences, enthusiasm, and expertise about the program are the strongest marketing tools.

Faculty directors work with the CIP on the following:

1. Announcement on CIP's study abroad website
2. Assistance with creating the promotional materials for the CIP website
3. Information meeting and classroom visits
4. Study Abroad Open Houses and other events
5. Targeted academic department presentations
6. Presentation to discipline specific groups
7. Presentations to relevant student groups on campus

# **Guidelines for Recruiting for a Faculty-Led Program**

## **Truth in advertising:**

When speaking with students or colleagues about the program, remember that they may have no idea what the program site, the study facilities, the additional activities, and the living arrangements will be like. Describe these features in positive, but accurate terms.

## **Housing and Food:**

Accommodations will probably be a major point of concern for students – and their parents, too. Participants should be clearly informed about the type of accommodation arranged for the program when they are in the process of deciding to participate.

1. Will the students live in residential facilities at a college/university?
2. Will they be housed with host families?
3. Will they live in a hotel?
4. Will they stay at a student hostel?

Whatever the choice, be clear about how the housing will be organized. If working with host families, be very clear to tell students about the family expectations, which meals are included in the basic program cost and what the various types of meals may include.

## **Hold Recruitment Meetings:**

Faculty directors are expected to hold a minimum of two recruitment meetings on the SUNY New Paltz campus in each of the semesters preceding the program start date, when appropriate. The CIP will promote your program on other SUNY campuses as well. Post information about the program to your colleagues and urge them to bring the information to the attention of potential participants. Faculty directors are encouraged to post program details on departmental websites as well as on the CIP website. Faculty directors help with discipline specific recruitment.

## **Short-Term Study Abroad Program Models**

Short-term study abroad programs can vary greatly in duration and structure. Most are three to five weeks in duration and take place during the summer, but shorter programs in the winter intersession, and possibly during spring breaks might also be possible. A short-term study abroad program might be based in one overseas city and be affiliated with a local educational institution there, or participants may travel to several locations overseas, spending a limited time at each locale. Faculty members interested in developing a new short-term study abroad program and in acting as its director should consider the following two most popular formats:

### **Type A short-term study abroad program:**

This type of program is taught by a faculty member “in the field,” and sometimes “on the run.” The faculty director is the course’s principal (and sometimes the only) lecturer and guide. The instruction is done “on site,” and the course usually consists of visits to multiple sites that relate directly to the course’s content. This type of program is most appropriate when students are being given an overview of a city, region, country, or a selected topic. In such programs, the faculty director is also the course instructor, lecturing and guiding students to places of interest along the way.

### **Type B short-term study abroad program:**

In the Type B program, participating students are enrolled in an educational institution at the overseas site. The faculty director accompanies the group to the program site but does not necessarily offer all, or even any, of the instruction to the group (s/he may teach some part of a course). The faculty director principally acts as a liaison to the host institution, placing the students in appropriate courses or with appropriate instructors. Additionally, the faculty director may assume the role of guide, to ensure that participants’ experiences – and exposure to the people and culture of the nation and region being visited – are as full and rich as possible in the period of time available. Sometimes, instead of enrolling them in a host institution, students are instructed by local experts hired by the faculty director as “guest lecturers.”

## **Explanation of Fees**

What students pay to SUNY New Paltz is only part of the total cost of the program. Generally, program fees fall into three categories:

1. Those collected by the Center for International Programs at SUNY New Paltz
2. Those collected by Student Accounts at SUNY New Paltz
3. Those for which the student is responsible for direct payment

### **The Center for International Programs Fees:**

- Application Fee -- non-refundable fee collected at the time of application (currently \$25.00)
- Administrative Fee -- non-refundable fee collected at the time students confirm participation in the program (currently \$300.00 for summer and intersession programs). This fee covers expenses related to the promotion and administration of the study abroad program. As this is a non-refundable fee, students should not confirm admission to a faculty-led program unless they are certain they will be participating.

### **Billable Fees: Student Accounts Fees:**

The following four categories of fees might appear on students account as billed by Student Accounts at SUNY New Paltz:

- Tuition: Each student will be required to pay State University of New York tuition at the in-state or out-of-state rate, depending on state of residency and level of study. This fee will be billed to SUNY New Paltz students and to visiting students, whose campus is not a SUNY college or university. (Students from other SUNY campuses will be billed for tuition by their HOME campus, not New Paltz).
- Mandatory College Fee: This fee automatically linked to students' tuition charge and is based upon the number of credits for which they are registered. (Students from other SUNY campuses will pay this fee at their HOME campus).
- SUNY Study Abroad Insurance
- Program Fee: This fee is for program related expenses such as meals, lodging, excursions, etc. Programs fees vary from program to program.

**Other Fees:**

Students are responsible to pay the following directly to the appropriate organizations, authorities, and companies. :

- Purchase of passport
- Purchase of airplane tickets
- Funds for personal spending

# **Program Proposal**

When you are ready to begin the program proposal, please follow the instructions below:

1. Go to the SUNY New Paltz Study Abroad website:  
[www.newpaltz.edu/studyabroad](http://www.newpaltz.edu/studyabroad)
2. Click the “Programs” link on the top of the page
3. Use the search box to find your program – type “faculty-led” in the search box
4. On the next screen click the link labeled “Faculty-Led Program Approval”; you will be redirected to the program brochure page.
5. Take a moment to read over the information about the process.
6. To begin the process, you must “apply”, click the box labeled “Apply Now” toward the top right-hand side of the brochure page.
7. Follow the prompts to begin your application.

# **Management of Applications and Acceptance Decisions**

## **Management of applications:**

After a program has been approved, faculty directors are invited to attend a mandatory training on application processes and procedures and how to manage applications online using “*StudioAbroad*”. “*StudioAbroad*” is a software program designed to track the content of applications while easily providing information to students, staff, and parents. After the training faculty directors will be given access to the system. This will allow them to view an individual applicant’s progress and communicate with students and parents throughout the application process – during the initial stages of applying as well as after they have been admitted to the program and beyond. Applications review must be done at CIP.

## **Acceptance Decisions:**

Once the online application is completed, CIP staff member in collaboration with the faculty director will review all applications and based on the faculty director’s recommendations, CIP will make acceptance decisions.



# **Final Arrangements**

## **Finances:**

The faculty director must meet with CIP staff to have a final pre-departure discussion of anticipated expenditures. We make an effort to make payment in a timely manner in order to ensure that students do not arrive at a program site to discover an absence of amenities.

## **Registering Participants:**

Students must be enrolled in the program by the CIP for the appropriate course and credits.

## **Health Insurance:**

The SUNY Board of Trustees requires that all students enrolled in a SUNY study abroad program must be covered by an appropriate health and accident insurance policy. The CIP monitors and enforces this policy.

## **Forms that Must be Collected and On-File:**

Prior to departure, all participants in study abroad programs are required to complete, sign and return to the CIP a group of forms. These forms are:

1. Permission to Release Information Form ( FERPA)
2. Physician's Report Form
3. Student Health Information Form
4. Insurance Coverage Waiver Form ( Optional)
5. Embassy Registration Form
6. Student Contract Form

## **Operating the Program**

After all the last minute pre-departure details have been dealt with and the group is ready to go, here are some issues that relate to the operation of the program while overseas.

### **Travel to the Overseas Site:**

If the faculty director travels with the group on the same flight, the group will then travel together to the program site by local transportation. If the faculty director has preceded the group, s/he will be at the airport to meet the group flight. Faculty directors may not arrive later than the group. The faculty director must notify the CIP immediately if any students scheduled to be on the group flight are not on that flight, and also if any students scheduled to travel independently have not arrived by the first day of classes for the program.

### **Supervision of the Group:**

Faculty directors are required to remain with the group for the duration of the program. This does not mean that a faculty director cannot go to dinner with friends or colleagues, or go out for the evening alone. It *does* mean that the faculty director is not free to depart for a weekend to another city without the students. If a faculty director is also teaching in the program, then most of the day will be structured in class, as it would be here on campus. In this case, s/he is in constant contact with the students for the duration of the program. If the students are enrolled in classes taught by the host university faculty, then the faculty director serves as a director and a manager. In these cases, the faculty director will serve as liaison between the students and the host university. It is important for faculty directors to meet regularly with their students during the program if they are not in daily contact with them through teaching. Regardless of the program model, the faculty director will be particularly busy during the first weeks of the program making sure that housing assignments are satisfactory, that students are settling into their daily routine in the new country, and that things are running smoothly.

### **Faculty Expenses:**

You must keep complete and accurate financial records, including receipts for all expenditures you have made while overseas. You will need to prepare a final budget report to reconcile the program fund budgeted with actual expenditures made overseas. Again, the CIP cannot provide funds beyond those that were included in the budget submitted during the planning process. The final budget report and all receipts are maintained by the CIP for five years. Once the final budget report is received, the faculty director can expect to receive a reimbursement for any approved monies still owed to her/him in connection with the program.

### **Report of Expenses:**

Contact the CIP within two weeks of your return to SUNY New Paltz to schedule an appointment to reconcile your accounts, finalize the program budget, and submit your final report.

**Submitting Grades:**

Grades must be submitted within 2 weeks of the end date of the program. In a case where students have additional work to complete upon their return, the CIP and the faculty director must establish a firm date for submission of this work before the program departs the US.

**Program Evaluations:**

In order to improve our service to students, each program should provide an opportunity for students to evaluate the program in terms of content, location, excursion, etc. Faculty directors will be given the opportunity to evaluate the support provided by the CIP and offer suggestions for future changes. The CIP will work with faculty directors in order to design the evaluation tools. All faculty directors must write a final report to the CIP

## **Emergency and Safety Information**

As a Faculty Director you may face an emergency involving one or more students in the program. You are expected to follow the procedures outlined in the *Faculty Director Emergency Response Plan in appendix E* and to discuss those procedures with your students during your pre-departure orientation. Faculty directors are expected to attend a CIP Health and Safety Workshop.

# **Table of Appendices**

- A. Program Proposal Form
- B. Budget Items
- C. Timeline for the Development of a Faculty-Led Program
- D. Timeline for the Development of January Intersession Program

# **Appendix A: Faculty Program Proposal Form**

## **Instructions for Completing Faculty-Led Program Proposal:**

All faculty-led program proposals will be evaluated based on the following criteria:

1. Academic quality
2. Cultural Context
3. Impact on existing programs
3. Financial Solvency
4. Logistics, implementation, marketability

### **New Program Proposals:**

Please complete each of the forms provided. At the time of submission all sections of the proposal should be completed except for the signatures forms The proposal should be submitted electronically to the Dean of International Programs.

*(Adapted with thanks from Ohio University' study abroad office, Athens, Ohio)*

**Center for International Programs  
Faculty-Led Program Proposal Form**

**Program Title**

--

**Date of Approval**

--

**Approvals**

**Dept. Chair:**

_____	_____
(Please print)	(Signature and Date)

**Academic Dean:**

_____	_____
(Please print)	(Signature and Date)

**Dean of International Programs:**

_____	_____
(Please print)	(Signature and Date)

## Program Information

Title of Program: \_\_\_\_\_

Sponsoring Department  
or school: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Program Location: \_\_\_\_\_

Institutional Affiliation:  
(if any) \_\_\_\_\_

	Name	Phone	E-mail
Program Director(s):			

	Name	Position	Nature of Involvement	Duration
Host Country Faculty/ Staff				

Brief description of  
program:

Admission  
Requirements:

Course Level for  
Program:

Relationship to a  
foreign institution:  
( if any)



## Program Objectives and Content

Specific educational objectives, including how it relates to sponsoring department's academic program:

Describe any field experiences, practical training, internship or community service offered by the program:

How will these experiences be assessed?

Describe non-classroom activities to be sponsored by the program (field trips, site visits, extra-curricular excursions):

Will these activities be evaluated?

## Program Logistics

Describe housing and meal arrangements:

List health and safety risks inherent to the program site and how the program will mitigate them?

Does the country to be visited require a visa?

Describe arrangement and support abroad:

Describe the types of supports you are expecting of the host institution (if any)

## Predeparture Logistics

Describe evidence of student interest in program, including how program courses fit into degree or major requirements:

How will program be marketed?

Provide a brief outline of program-specific predeparture orientations, including topics to be covered and length and number of sessions.

Who will conduct the orientations?

## Post-Program Logistics

Describe how participants' international experience will be integrated upon return to campus (e.g. re-entry activities, student publications, exhibits)

Describe the procedure for program and course evaluations:

## **Appendix B: Budget Items**

### **Instructional Costs**

Lecturers  
Meeting space rental  
Classroom space rental  
Group technology fees  
Workshop fees  
Group tour fees  
Theatre tickets  
Group Event/Reception fees  
Group Supplies  
Re-entry event

### **Group Transportation Costs**

Bus or van rental for airport transfers  
Bus or van rental for excursions

### **Faculty Expenses**

Ground transportation to U.S. airport  
Airfare  
Accommodation  
Meals  
Per diem  
Internet charges  
Phone charges  
Ground transportation overseas  
Excursion entrance fees  
Tour fees  
Museum entrance fees

### **Student Maintenance (per student charges)**

Accommodation  
Meals  
Books  
Supplies  
Transportation (if charged on a per person basis)  
Excursions (if charged based on per person basis)  
Workshops (if charged based on per person basis)  
Tours (if charged based on per person basis)  
Technology fee (if charged based on a per head basis)

**Student Charges**

Application fee

Administration fee

Passport charges

Airfare

Airport Transfers in U.S.

Foreign Health and Medex Insurance

Tuition

**Other Group Charges or Considerations**

## **Appendix C: Timeline for the Development of a New Faculty-Led Program**

It will normally require about four semesters (plus a summer) to organize, develop, publicize and recruit for a new study abroad program, to insure its initial success. The schedule below is an example of what steps are needed and of how the process might move along. Proceeding on a shorter schedule may result in an inability to recruit the minimum number of students needed to run the program.

### **Fall Semester 1:**

1. The faculty member approaches the Dean of International Programs with his or her idea
2. With the advice of the staff of the CIP, the idea is developed into a formal program proposal
3. After a review by the CIP staff and the Dean of International Programs, the program is approved and may proceed to the next stage in the approval process.

### **Spring Semester 1:**

1. The faculty member seeks (and obtains) her/his department's approval and that of the appropriate academic dean of the course. Approval must be sent to the Dean of International Programs.
2. The Dean of International Programs seeks (and obtains) additional campus approvals, and if appropriate, the approval of System Administration.

When these approvals have been obtained, the faculty director can prepare the materials needed for the program and which will support the program's recruitment process. These materials are:

- An Orientation Packet
- The text for a web page (the contents of which must conform to CIP's website specifications)

As soon as these materials are ready, approved and printed (or "published on the web") the recruitment of participants can begin.

### **Summer 1:**

During summer, arrangements for the following summer are actually put into place. This might include travel to the program site, if it has been budgeted for. The purpose of this finalizing process is to make sure there is no surprises when the program arrives at the host site the next summer.

### **Fall Semester 2:**

The recruitment of participants now begins

- Announce the program in all classes in which there might be students who are eligible

- Describe the program to your departmental colleagues and ask them to help you recruit participants.
- Refer students to CIP's study abroad website
- Hold a minimum of two recruitment meetings on New Paltz campus
- Market the program on other SUNY campuses in cooperation of your colleagues on those campuses as well as through electronic listservs to which you may belong.
- Market the program on other campuses in the Hudson Valley Region (Vassar College, Marist College, Bard College, etc.)
- Post information about the program on your personal web site(s) and add a link directing students' browsers to the program's page on CIP's study abroad website

## **Spring semester 2**

- A. Recruitment Activities:
  1. Continue all of the recruitment activities of the previous semester up to the date of the deadline for acceptances.
  2. Hold one to two more recruitment meetings.
- B. Admissions Activities:
 

Follow CIP's Studio Abroad admission procedures
- C. Final Arrangements:
  1. Meet with the Dean of International Programs
  2. Hold on-campus orientation meeting

## **Summer 2:**

Faculty-Led Study Abroad Program begins.



## **Appendix D: TIMELINE FOR DEVELOPING A JANUARY INTERSESSION PROGRAM**

### **12 months prior to program**

- Meet with the Dean of International Programs to discuss program idea
- Develop idea into a formal program proposal ( meeting with Dean should occur prior to development of formal program proposal)

### **10 months prior**

- Application to department for approval
- Approval ( accompanied by the formal proposal) must be sent to the Dean of International Programs
- The Dean of International Programs seeks and obtains additional approvals, when necessary
- Preparation of materials needed for the programs (orientation packet, text for a web page, etc...)

### **8 Months prior**

- Marketing plan determined and activated in collaboration with CIP
- Recruitment of Participants begins

### **4 months prior**

- All students interviewed and selected for participation in the program according to the CIP admission procedures

### **1 Month prior**

- Mandatory pre-departure orientation planned and conducted in collaboration with CIP

### **2 weeks after return**

- All financial documents receipts, etc... submitted to the CIP

### **1 month after return**

- Submit program report (including at least one group photo)
- Hold a debriefing meeting for all program participants on campus)