### Timeline for Summer Departmentally Managed Faculty-led Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
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| **August** | - Obtain dean and department head approval  
- Finalize courses  
- Identify site  
- Liaise with academic unit business office to develop budget and related financial timelines  
- Develop application and applicable policies  
- Complete program lead application form with Study Abroad                                                                                          |
| **September** | - Open application  
- Start promotion of program  
  - develop print materials  
  - student advising  
  - info sessions/classroom visits                                                                                                                  |
| **October** | - Solidify logistics  
  - site, vendors, cost, dates                                                                                                                      |
| **November** | - Continually assess viability of program based on budget and number to date  
- Heavy recruitment effort prior to Thanksgiving                                                                                                    |
| **December** | - More recruiting efforts prior to winter break                                                                                                                                                    |
| **January** | - More recruiting efforts; refine itinerary and program details                                                                                                                                           |
| **February** | - Close applications  
- Confirm students with Study Abroad; Study Abroad sends faculty lead  
  a student registration link to share with students                                                                                               |
| **March** | - March 10 – all students’ information should be entered into system  
- Submit final budget to Study Abroad for student billing  
- DRC notified if any students need accommodations  
- Department business manager pays vendors as needed                                                                                              |
| **April** | - Pre departure Orientation  
- Health and Safety Orientation (SASE)                                                                                                             |
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>May</td>
<td>Potential program departure</td>
</tr>
<tr>
<td>June</td>
<td>Potential program departure/return</td>
</tr>
<tr>
<td>July</td>
<td>Potential program departure/return</td>
</tr>
<tr>
<td>August</td>
<td>Final audit submitted to Global office</td>
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- Study Abroad enrolls students in International emergency medical insurance
- Study Abroad bills students for health insurance and logistical program budget
- Global office does internal billing with academic unit for $250/student service fee
- Students enroll themselves in classes through main campus registration (deadlines and dates apply as on main campus)
- Obtain flight itineraries from students
- Academic unit business office processes travel paperwork for faculty/staff