



## Faculty Director Checklist

Program Name:	Country:
Term Credits Earned:	Term of Travel:
Number of Credits:	Date of Departure: Date of Return:
Pre-reqs:	Min. # of students:
In-country affiliation(s):	Deposit due to vendors:
Application Deadline:	Confirm Students By:

### Program Development:

- Update Faculty Led Proposal
- Receive department chairperson approval (e-mail to Associate Director)
- Work with Center for Education Abroad to identify potential travel logistics partner
- Budget submission to Associate Director

### Budget Development:

- Research program cost
- Schedule meeting with Center for Education Abroad to discuss budget
- Budget Approval by department or Center for Education Abroad

### Marketing:

- Provided Associate Director with information needed to create program brochure in Terra Dotta (Center for Education Abroad Portal)
  - Photos
  - Testimonials
  - Program Information
  - Any supplemental application requirements
- Schedule information meeting or classroom visits for prospective students

### Student Applications:

- Monitor student applications in the Center for Education Abroad Portal

- Contact students who have attended info sessions or from class visits to advise and answer questions
- Make sure all interested students know how to apply
- After application deadline, review student applications
- Decide on accepted, waitlisted, and not accepted students
  - Send this information to Associate Director who will update status in Center for Education Abroad Portal

### **Before Departure:**

- Attend Required Faculty Trip Leader Date: \_\_\_\_\_
- For faculty leaders, register your travel in the UR Travel Registry
- Host a pre-departure meeting with your students coordinated with Associate Director, Center for Education Abroad
- Receive packet of information from Center for Education Abroad

### **Upon Return- within 6 weeks of return:**

- Completed reflection report
- Submit expense report and reconciliations to Associate Director in Center for Education Abroad within 60 days
- Encourage students to participate in SA re-entry programs- especially ROC Your Global Future
- Identify students to represent program at Center for Education Abroad Global Fair
- Develop timeline for program next year
  - Set up meeting with Associate Director in Center for Education Abroad to plan for next year