**Faculty-Led Information Session**

The purpose of this meeting is to advertise the program and give general information about the program to a large audience at one time. A representative from the SA&F office can attend at your request to provide additional info and answer questions.  If you desire a representative from the SA&F office to attend, please contact them before you schedule the meeting. Keep in mind that not all students interested will be able to attend your info session but all students will need to know this information. It might be a good idea to create an info sheet detailing this information to give out to all students interested.

At this meeting the Faculty Director must explain:

1. **Benefits of Program:** Tell students why they should go on this program? What will they learn? What skills will they gain? Expectations of Faculty-Director
2. **Logistics:** Explain
	* + program dates
		+ deposit due dates/refund policy
		+ min/max number of participants chosen (if applicable)
		+ eligibility/pre-requisites
		+ courses, grading, credits
		+ excursions/activities
		+ housing
		+ meals
		+ transportation (initial travel and in-country travel)
		+ insurance
		+ visas
		+ passports
		+ immunizations
		+ application deadlines and when students will be notified about acceptance/rejection
3. **Budget/Financial Aid:** Provide students with a budget worksheet of estimated costs. Tell students that when the program is approved they will receive an actual budget worksheet with actual costs which they can then take to their financial aid advisor. Hand out financial aid info sheet created by Financial Aid office (more specific questions can be answered in meeting with financial aid counselor).
4. **Student Behavior/Laws:** Discuss acceptable and unacceptable student behavior and the consequences of violating conduct rules. Remind students that even abroad, they are subject to RIT conduct rules. Remind students about following laws of host country.
5. **Alcohol:** Discuss alcohol policies for RIT and specifically for program. What will be tolerated and what won’t.
6. **Special Requirements:** Describe any special requirements and restrictions such as language immersion policies, independent travel restrictions, free time etc. BEFORE students are required to pay a deposit.
7. **Student Application:** Give instructions for completing the Student Application on the Compass found on the Study Abroad & Fellowships website.
8. **Health & Safety:** Explain any risks involved in traveling to this location. What are emergency plans?
9. **Academic Expectations:** What can the student expect to experience in this learning process and how is it different than what they might experience at RIT.

Collect names and contact information of interested students and enter it on the Faculty-Led Student Data Spreadsheet*.*