**FACULTY DIRECTOR CHECKLIST**

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| --- | --- |
| Program Name:  | Country: |
| Term Credits Earned:  | Term of Travel: |
| Number of Credits:  | Application Deadline:  |
| Pre-reqs: | Min. # of students:Max. # of students: |
| In-country affiliation(s): Deposit due to vendors:Final Payment due to vendors:Final student names due to vendors: | Date of US Departure: Date of in-country Arrival: First date of housing: Date of Program Start:Date of Program End: Last date of housing:Date of Host Country Departure: |

**Program Development:**

* Discuss program ideas and program models with RIT Global. Conduct site visit?
* Discuss program ideas with Department Chair
* Complete Phase 1 and send for approvals; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrived in RIT Global on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Work with RIT Global to identify potential travel logistics partner
	+ Reached out and request proposal
* Complete Phase 2 and sent to RIT Global; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Complete Faculty-Led Partner Safety Info

**Budget Development:**

* Research costs
* Schedule meeting with RIT Global to build budget
* Budget approved; Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By whom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Receive student budget worksheet for distribution to interested students

**Marketing:**

* Provide Michelle Fitz in RIT Global info and photos for marketing materials: posters, LCD screens, emails
* Info sessions and class visits planned and details provided to Michelle Fitz
* Connected with college marketing contact to use their venues

**Student Applications:**

* 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 (direct to compass and watch video)
* After application deadline, review student applications
* Decide on accepted, waitlisted, and not accepted students, communicate to RIT Global

**Registration/Finances/Booking Travel:**

* RIT Global will contact scheduling officer to set up course and have students registered
* Attend Accounting meeting with RIT Global and College Financial Liaison to finalize budget and learn about program accounting and making reservations
* Confirm logistical arrangements (flights, accommodations, etc.) and communicate with students
* Advise students on how to obtain passports, visas, vaccinations

**Before Departure:**

* Attend Required Faculty Pre-Departure; Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Attend optional additional faculty training opportunities
* Optional: Attend student’s pre-departure
* SA will send students Global Perspectives Inventory (GPI) pre-survey – encourage students to take
* If applicable, Meet with RIT Global and Access Services providers to familiarize them with program itinerary
* Make arrangements for RIT Global to visit early class, bring food and do cultural competency exercise with students: Date/time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Received student emergency information from Study Abroad

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

* Complete reflection report
* SA will send students Global Perspectives Inventory (GPI) post-survey – encourage students to take
* Complete expense report and other financial reconciliations
* Encourage students to participate in SA re-entry programs- especially ROC Your Global Future
* Identified students to present at Study Abroad Symposium
* Develop timeline for program next year and set up preliminary planning meeting