Faculty-Led Program Development Timeline

- Conduct program research
- Share ideas with depart. chairs & Dean
- Conduct site visit
- Identify potential in-country partners
- Complete Phase 1 Proposal
- Complete Phase 2 including Risk Mgt. review
- Secure necessary affiliation agreements
- Set itinerary and gather cost information
- Create program and student budget worksheets
- Program marketing
- Application deadline
- Vet and select participants
- Students confirm participation
- Register students
- Purchase flights
- Pay vendor deposits
- Secure visas
- Finalize itinerary arrangements
- Conduct pre-departure

Keep in mind that fall programs and travel enhancement programs may require a longer timeline.