This checklist should be utilized as a framework when preparing to lead a program abroad. When noted, further information is available in the *Short-Term Study Abroad Program Leader Handbook*.

**February 1 is the proposal deadline for ALL short-term programs.**

### 12–24 MONTHS | PROPOSAL PHASE

☐ Review the short-term Study Abroad program requirements and proposal process as outlined by the Study Abroad office:  
*https://studyabroad.wp.d.umn.edu/faculty-staff/enriching-our-portfolio/faculty-led-programs*

☐ Review the Short-Term Study Abroad Program Leader Handbook

☐ Review your college's Study Abroad policy and complete requirements as necessary

☐ Establish the Study Abroad program course designator, course number and number of credits for the course through the appropriate department [Handbook, p.6]

    If proposing a new course, submit to the Undergraduate Curriculum Committee (if required by your collegiate unit) and/or EVCAA. See proposal deadlines and requirements on the Academic Affairs website:  
    *http://www.d.umn.edu/vcaa/semester_curric/curriculum/index.html*

☐ Identify a secondary program leader [Handbook, p.8]

☐ Review Affiliate partners to determine the best fit for your program needs and desired budget:  
*https://studyabroad.wp.d.umn.edu/faculty-staff/enriching-our-portfolio/faculty-led-programs/

☐ Determine entry visa requirements for your program location for leaders and students:  
*www.travel.state.gov*

☐ Do a site-visit and review of your program location. Funding opportunities are available through the U of M GPS Alliance:  
*https://studyabroad.wp.d.umn.edu/faculty-staff/funding-opportunities/

    *UMD affiliates may have funding available if you are considering partnering with them*

☐ Start to develop a draft program budget. The Study Abroad office can provide you with advice and templates

☐ Submit your program proposal to the UMD Study Abroad office by February 1 the year prior to leading your program abroad and obtain support/signatures from your Department Head and Dean

*(OVER)*
9–12 MONTHS | POST-APPROVAL

☐ Work with the Study Abroad office to prepare a budget and program cost estimate so that students know how much the program will cost prior to applying. This should be completed prior to the start of the academic year that your program will run.

☐ Draft the Study Abroad program web page and brochure content for your program and develop a marketing plan beyond the services and materials provided by the Study Abroad office to ensure that you have the number of students required to successfully run your program.

If you need suggestions, contact Stephanie Bartsch: sbartsch@d.umn.edu

☐ Promote, promote, promote [Handbook, p.11]
  - Participate in the Study Abroad Fair
  - Market within your Department/College
  - Conduct classroom visits and information sessions
  - Create a list of targeted majors, minors and courses for promotional emails

6–9 MONTHS | PRE-DEPARTURE & FINAL APPROVALS

☐ Finalize the program budget, including all on-site costs [Handbook, p.10]
  - Program leader expenses
  - Student expenses (e.g. accommodations, transportation, group meals, field trips)
  - Program Affiliate/Provider, tour company, and/or foreign university fees

☐ Obtain college and department approvals on the Proposal for Special Credit Registration (PSCR) [Handbook, p.10]
  - Winter and Spring Breaks: due September 15
  - May and Summer Sessions: due January 15

☐ Review applications and determine final acceptance decisions [Handbook, p. 13]
  - Student application deadline is typically February 1 (approx. 3 months prior to departure)

1–3 MONTHS | PRE-DEPARTURE & FINAL PREPARATIONS

☐ Arrange at least one program-specific orientation session for participants [Handbook, p. 16]

☐ Work with the Study Abroad office to ensure all arrangements for on-site program payments are complete

POST-PROGRAM

☐ Turn in Expense Log and Receipts to the Study Abroad office

☐ Meet with the Study Abroad short-term program coordinator to debrief and discuss the success of your program

☐ Complete and submit grades

☐ Review post-program student survey results sent to you by the Study Abroad office

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