

## FACULTY-LED STUDY ABROAD PROGRAM DEVELOPMENT TIMELINE

Dear Faculty:

Education abroad programming is one of the best ways to give our students a broader understanding of the world and an opportunity to enhance their global competency skills. West Chester University faculty can contribute to the mission of advancing international education by developing and coordinating programs for students. The Center for International Programs (CIP) is interested in supporting and facilitating faculty-led study abroad initiatives.

Study-abroad programs must be carefully planned to ensure student safety and a rich learning experience. Approval of a faculty-led study abroad program involves two processes:

1. Health, Safety, and Operational standards. Approval by the CIP is required to ensure that all health, safety, and operational standards are met. The application form must be used by all faculty members seeking to develop and coordinate a study-abroad program for WCU students.
2. Curriculum and academic standards. Study abroad programs must maintain the academic integrity and rigor that West Chester University provides its students on campus. It is most expeditious to include courses in the program that have already been reviewed by the Curricular and Academic Policy Committee (CAPC) and approved by the Provost. In the event that the program requires development of a new course or includes an existing course that will be condensed format, allow sufficient time for the CAPC review process. Forms and timeline are located on the CAPC website:  
<http://wcupa.edu/admin/associateprovost/capcforms.asp>

Faculty are encouraged to contact the CIP and CAPC prior to submitting proposals in order to facilitate the process.

Below you will find a basic step-by-step process for successful approval of a faculty-led study abroad program:

- Step 1: Determine if there is a need for CAPC course review/Provost approval. If so, develop CAPC proposal(s), obtain appropriate signatures and submit proposal(s) to [agrinwis@wcupa.edu](mailto:agrinwis@wcupa.edu).
- Step 2: Obtain copies of the Proposal Application and Budget Template from the CIP homepage.
- Step 3: Complete the Study Abroad Program Proposal Application.
- Step 4: Send scanned original (application & draft budget) with approval signatures to [international@wcupa.edu](mailto:international@wcupa.edu).

In order to ensure the successful offering of a faculty-led abroad initiative, faculty must submit their proposal and draft budget by the last day of spring semester (12 months prior to the program start date). For example, summer 2013 program proposals will be due Friday, May 11, 2012. A lead time of twelve months is necessary because of additional steps that are required for a successful program, such as outreach, student selection, and pre-departure planning. To best support this work, a timeline has been created for study abroad program development.

Proposals which are fully complete and have departmental/dean support will be approved. Proposals for particularly complex programs may be delayed or tabled if there is inadequate time to properly coordinate program contracts, budgets, payments, logistics, or health and safety concerns.

Faculty should also be aware that program budgets will typically be based on a minimum number of students (15). Programs with less than 15 students by the March 1 drop/add deadline may be cancelled.

Once approved, faculty will be asked to attend a Faculty-led Program Director's workshop (see timeline below), which will review faculty duties, student health and safety, the student application process, financial aid for students, and address any questions regarding the study abroad program.

### **TIMELINE FOR FACULTY-LED PROGRAM DEVELOPMENT**

<b>DATE</b>	<b>FUNCTION</b>	<b>INFO</b>
Feb. 16, 2012 (12:00-1:30) or Feb. 17, 2012 (12:00-1:30) or Mar 8, 2012 (3:00-4:30) or Mar 9, 2012 (3:00-4:30)	Q&A meeting to introduce the <i>Call for Proposals</i>	Please RSVP for one date/time <a href="mailto:HCLAY@wcupa.edu">HCLAY@wcupa.edu</a> - Sykes 255
May 11, 2012	Proposal Deadline for 2013 programs	Send electronic copy of application with approval signatures to <a href="mailto:international@wcupa.edu">international@wcupa.edu</a>
May/June/July	Develop information materials	CIP will coordinate applications & website development for your program.
Fall 2012	Study Abroad Fair, Information Sessions, Class Visits	Showcase your program to the entire WCU Campus.
Fall 2012	Faculty-Led Director's Workshop	Sykes 255
March 1, 2013	Program drop/add deadline	Begin creating program waitlist
March 15, 2013	Finalize program budget, complete travel authorizations	Begin final meetings with budget manager, Old Library 101
April/May/June 2013	Pre-departure orientations	Sykes 210
August/Sept. 2013	Turn in receipts, business manager reviews closeout	Submit receipts and spreadsheet for travel- and operational-advance closeout.