Timeline for College of Design Study Abroad Program Preparation

12+ months before program departure (most likely in the spring semester over one year in advance before the summer program would occur):

I. Visioning

Set up a meeting with the college's International Programs Coordinator to discuss the following:

___ Have you discussed the idea with your department chair?
___ What is/are the proposed destination(s)?
___ Is/are the destination(s) under a U.S. State Department Travel Warning or Alert?
___ Have you conducted a site visit or previously traveled to the proposed destination(s)?
___ Have you visited the proposed destination(s) within the last 10 years?
___ When is travel proposed?
___ Would you and/or some or all of the students need a visa to travel to the proposed destination(s)?
___ What students will the program attract? Could students be recruited from outside of the college?
___ How many students would ideally participate? (ISU standard is 17 or less students per faculty program leader; college minimum is usually 12 students, but could be higher—check with the Associate Dean for Academic Programs who oversees the college's summer budget)
___ How many credits would students earn for the proposed course? (ISU standard is one credit for each week abroad)
___ Would students earn credit for pre-departure orientation or post-departure work associated with the study abroad program?
___ Would this course be required for the major or count as an elective?
___ Would there be any prerequisites for the course that might limit enrollment?
___ Have you considered having the course approved to satisfy the International Perspectives requirement?
___ What are the goals and outcomes of the study abroad program?
___ What is a proposed itinerary? What activities would students undertake? What academic experiences will they have?
___ Would the proposed program be offered in conjunction with a university abroad or a third-party provider?
___ What resources abroad have you already identified?
___ Have you developed a rough syllabus?

II. Proposal Process
Education Abroad Committee (EAC) Proposal Deadlines:

Deadline	For programs to be offered the following
October 1	Summer
January 1	Fall semester and academic year
May 1	Spring semester, spring break, and winter break

Deadlines within the college for review by Academic Affairs Council (AAC) are approximately six weeks to one month earlier than the EAC deadlines, but will vary based on AAC meeting times. Deadlines will be posted to the college calendar and can also be obtained from the IPC.

___ Complete Group Study Abroad Planning & Approval Form to propose a study abroad program (both available from the IPC)
___ Proposal is signed by the program director, the department chair, and the IPC (as the course offerings contact person)
___ Proposal is presented at an AAC meeting
___ If approved, proposal is given to the Dean for a signature
___ If signed by the Dean, it is submitted to EAC
___ Proposal is assigned to an EAC subcommittee for review
___ The EAC subcommittee may have questions and those will be posed to you through the IPC
___ Proposal is presented at an EAC meeting and can be rejected (usually more information needed) or approved
___ Secretary of EAC will notify you via e-mail of the committee's decision

III. Advertising and Recruitment
After EAC formally approves the program, you can start advertising and recruiting students to participate

Fall semester before summer program departure:

___ Decide how you want to advertise: posters, information sessions, studio visits, and e-blasts are common ways to let students know about study abroad programs
___ The IPC can assist with all of these items by coordinating the development of and payment for posters, scheduling information sessions and/or studio visits, and writing text for e-blasts to help advertise the program
___ Develop a presentation with images to make to students at information sessions so they can learn more about the program
___ The IPC will design a program brochure at ISUAbroad, which is the university's online system for study abroad program information and applications, from information provided on the proposal paperwork (the brochure does not need to be limited to only what was on the proposal; you should provide the IPC with photos and any additional information you want to share with students online)
___ Provide students with an interest sheet at information sessions so you can find out their names and e-mail addresses; give this information to the IPC, who will keep a typed version of the interest sheet and add to it each time you hold an information session

IV. ISUAbroad Applications
Students will apply for the program through ISUAbroad and fill out all basic application information required by the college and by the university

___ Do you want students to complete any additional items, such as an essay or personal statement, in-person interview, resume, portfolio, or letter(s) of recommendation?
___ Do you want any other requirements such as a minimum GPA or class status?
___ Establish a reasonable application deadline
___ Do you want applications to be considered on a rolling basis (and acceptances/rejections communicated to applicants as decisions are made) or do you want to consider applications only after the deadline (acceptances/rejections communicated to all applicants at the same time)?
___ Do you want to receive an e-mail each time someone applies for the program?
___ Establish a commitment deadline soon after the application deadline so you know on a certain date which of the accepted students will actually participate and are financially liable
___ If the program does not generate enough applications to be offered, consider extending the deadline and re-advertising
___ If there are not enough applications, the college may cancel the program

V. Program Logistics

Meet with the IPC periodically or at least stay in e-mail contact to discuss arrangements that are being made.

No bookings can be made until the entire cohort has been established through commitment at ISUAbroad. Students are not financially liable until they commit. Any bookings made prior to student commitments become the responsibility of the program leader's home department.

___ You will make all necessary study abroad program arrangements in-country—the IPC can assist with bookings, but you decide what should be booked

___ Consider having students purchase their flights individually or if the group should travel together; if you decide on a group flight, the IPC can coordinate with Travel and Transport to book flights based on an itinerary you have developed. Please note that after group tickets are purchased, no late students may be added to the program. When students purchase their own tickets, late students may be able to add the program only if other group bookings have not yet been made.

___ Utilize your resources abroad, such as contacts at universities or design firms abroad, to make the more detailed arrangements in-country including things like hotels, classroom space, tours, museums, galleries, and other special visits

___ Conduct preliminary risk assessments of each activity and location, including: quality and availability of food, water, medical care, and transportation; security of housing; threats to group (assault, rape, theft, fire, kidnap, ransom, etc.)

___ If necessary, the IPC will work with you and/or students who need visas

___ Expand upon the basic itinerary that was submitted with the program proposal until all lodging, meals, academic activities, and in-country travel have been established—use the fillable daily itinerary templates or create your own

___ Are there risky activities for which students might need to sign an additional waiver?

___ Use the expanded itinerary to start developing a more detailed budget

___ The IPC will arrange for an account and selling agency to be created for program expenses and billing

___ The IPC will charge student U-bills with the agreed upon program fee; s/he will also credit U-bills after the program with any refunds (more than 10% of program fee remaining is refunded)

___ The IPC will provide you with a list of payment options for in-country activities

___ The IPC will provide you with ISU's allowability and appropriateness of expenses PDF

___ Begin finalizing in-country arrangements only after all students have committed in ISUAbroad

___ Forward any invoices for payments to the IPC or have them directed to her attention

___ Decide if you will take an event card with you to cover expenses that can be paid by credit card (application necessary; available through the IPC)

___ Decide if you will need a cash advance from ISU to cover program-related expenses in-country (form to sign; available through the IPC)

___ Decide if the group will need round-trip airport transportation (Ames-DSM-Ames)

___ Give the IPC the following items before departure:
    ___ Final day-by-day itinerary including all academic activity and accommodation contact details
    ___ Your contact information in-country
    ___ Copy of your passport face page/signature page
___ Complete your portion of the ISUAbroad travel registration
___ The IPC will register all U.S. participants with the U.S. Department of State
___ The IPC will insure you and all of the students are covered by CISI insurance

VI. Pre-Departure Orientation

Conduct pre-departure orientation sessions or class concentrating on the site-specific and academic issues students need to know about; this can be done by you alone or through the use of additional guest speakers

PDO topics must include:
___ Flight arrangements: either discuss the group arrangements or provide advice on what students should do if making their own arrangements
___ U.S. ground transport: will students be expected to arrive at the airport at a certain time on the day of departure or will group transportation be arranged from ISU to DSM? What about when the program returns to Iowa?
___ What to do upon arrival (especially important if students will not travel as a group)
___ Itinerary: share specific information about each activity
___ Preliminary course syllabus, registering for the class
___ Preliminary budget: give students an estimate of the cost and help them understand it could be subject to change
___ CISI insurance, healthy, safety, risk issues*
___ Culture and customs; culture shock
___ Politics, economics, social issues, current events
___ Packing/luggage, including course supplies to bring and a program dress code
___ Money
___ Climate
___ Electrical system
___ Communicating in-country and with home
___ Medications and prescriptions
___ Language
___ Behavioral expectations
___ Emergency procedures
___ Readings or other technical background knowledge
___ If students don't already know each other, schedule some activities to facilitate communication so they can begin to make friends before departure
___ *Arrange a time for the IPC to speak to students on health, CISI insurance, safety, and risk issues; s/he can also assist with some of the other topics listed above upon request

___ Inform students about the Study Abroad Center's General Pre-Departure Orientation dates—students should attend one of these sessions that are usually offered in March after Spring Break or the IPC can assist with activating the online orientation if your program is offered at a time of year when the SAC GPDO sessions are not offered or are inconvenient

___ You must attend a Study Abroad Center Faculty Leader Orientation if you have never led a study abroad program before OR it has been two years since you last attended

VII. After the Program

___ Submit your expense forms with receipts attached to the IPC for processing

___ After all expenses have been processed, the IPC will refund excess program fees (if more than 10% of what was collected remains) to students

___ The IPC will contact you about completing a final report for the EAC (usually required within 60 days of a program's return to the US)

___ Meet with the IPC to discuss the final report, offering the program again, and changes to future offerings (lessons learned)