



Office of Study Abroad (OSA) Faculty-Led Study Abroad Program Quick Reference Checklist

The Faculty Leader Will:

- Maintain communication with the OSA throughout program planning and implementation.
- Research the program logistics.
- Select program dates.
- Develop the academic objectives and rationale for travel.
- Make a complete proposal
<http://www.wtamu.edu/academics/study-abroad-faculty.aspx>
- Get departmental approval (signatures) for the course:
 - Salary for additions to a course load
 - Academic content & how it relates to the itinerary
- Communicate regularly with the host country contact(s).

- Upon program approval*, begin student recruitment. Advise the Office of Study Abroad on recruitment needs.
- Review business office guidelines & meet with Jane Butcher to create a new trip account. You are in charge of your trip account.
- Set student deposit deadlines and provide the Office of Study Abroad with a signed deposit slip including the trip account #.
- Schedule info sessions and notify Office of Study Abroad.
- Provide Office of Study Abroad with an email list of interested students.

- Distribute and collect student forms and send to the OSA as a group:
 - Faculty-Led Study Abroad Application & Withdrawal Form
 - Scholarship Application
 - Terms of Participation & Liability Waiver
 - Emergency Medical Information
 - Copies of Passport/Visas
 - Pre-departure Acknowledgment
 - Post-Program Evaluations
 - Post-Program Scholarship Affidavits

- Confirm all students have obtained passports/visas. Have non-US citizens contact the OSA as soon as possible.
- Confirm minimum student registration and deposit activity using Buff Advisor.
- Schedule a pre-departure meeting & notify the OSA.

- Retain all receipts/records of financial transactions before, during, & after travel. Complete travel voucher w/assistance of department.
- Confirm delivery of Scholarship Affidavits & Evaluations to the OSA upon return.

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The Office of Study Abroad Will:

- Assist the faculty member in making logistical contacts.
- Provide examples of approved proposals.
- Review submitted proposals with strong focus on the following key areas:
 - Completion
 - Budget
 - Safety
 - Itinerary & General Planning
 - Relationship Between the Academic Objectives & Itinerary
- Notify faculty of committee's proposal decision, including requests for additional information.

- Assist faculty with recruitment, if needed.
- Reserve airfare & provide faculty with travel agent contact info so students can pay for their seats.
- Advertise info session, provide location, & cater if necessary.
- Provide information at info session regarding financial aid and travel abroad.
- Provide the faculty with a summary of the business office guidelines specific to international travel with students.

- Provide faculty with printed copies of all necessary forms if needed. These are also online at <http://www.wtamu.edu/academics/study-abroad-forms.aspx>.
- Copy and distribute deposit slips to students.
- Order required supplemental travel health insurance.

- Attend pre-departure meeting & provide the following:
 - Collect and/or distribute the following forms:
 - Terms of Participation & Liability Waiver
 - Emergency Medical Information
 - Copies of Passport/Visas
 - Pre-departure Acknowledgment
 - Post-Program Evaluations
 - Post-Program Scholarship Affidavits
 - Distribute HTH & SOS insurance cards
 - Explain liability forms
 - Provide a trip specific handout
 - Field questions

- Choose a student to distribute & collect evaluation forms & scholarship affidavits.
- Review & compile student evaluations into a manageable format for admin & faculty.
- Meet with faculty to review the trip upon return.