



**Study-Abroad Guidelines
2008-2010**

<p>Step #1 (optional)</p>	<p>Attend one of the biannual briefings for faculty and staff interested in developing new study-abroad programs.</p> <ul style="list-style-type: none"> Typically planning should begin two years in advance 	<p>18-months in advance of intended program (preferably one fiscal year to allow for budget allotment)</p>
<p>Step #2</p>	<p>Begin the groundwork in developing your proposal</p> <ul style="list-style-type: none"> Review Gallaudet's "Procedure for Study-Abroad Programs" Review Gallaudet's "Study-Abroad Contract" Review Gallaudet Study-Abroad Budget guideline in the "Procedure for Study Abroad" paper in order to develop program budget Communicate with destination site for dates, logistics and prices <p>Meet with representatives in the Center for International Programs and Services (CIPS)</p> <ul style="list-style-type: none"> Be briefed on budget issues and requirements Review earlier study-abroad proposals (optional) 	<p>9-18 months in advance of intended program</p>
<p>Step #3</p>	<p>Develop Study-Abroad Proposal and budget after consultation with CIPS.</p> <ul style="list-style-type: none"> Submit proposal to home department for approval 	

Step #4	<p>Present the Study-Abroad Proposal to the Study Abroad Committee (SAC) for approval by the appropriate due date for review:</p> <ul style="list-style-type: none"> • Application • Narrative • Budget (with available trip and budgetary information) • Support letters from department/division and Dean/Director • If the proposal involves a new course offering, that course offering must first be reviewed by the appropriate university curriculum committee(s). <p>SAC reviews proposals at next regularly scheduled meeting</p> <ul style="list-style-type: none"> • Program Leader will be notified by SAC of approval • Program Leader will send two (2) copies of approval letter, proposal, and budget to CIPS in order to establish an account number. 	Term to be Offered	Proposals Due
		Inter-semester Jan 09	
		Summer June 09	
		Fall 09	
		Inter-semester Jan.2010	
		Spring 2010	
Step #5	<p>Consider applying for a Faculty Development Grant for a pre-trip planning visit. Guidelines and applications are available on-line. If approved, this will allow the leader to:</p> <ul style="list-style-type: none"> • Arrange site visits, accommodations, transportation, etc. • Gather budget information to finalize program fees 	9 months-1 year in advance. .	

Step #6	Develop finalized trip proposal (with best trip and budgetary information available)	9 months-1 year in advance. .
Step #7	Begin to recruit students for the trip (if this has not already begun)	6-9 months in advance. .
Step #8	Update the SAC, as appropriate, on the evolving particulars of the trip itinerary and course curricula	4-6 months in advance. .
Step #9	<p>In conjunction with CIPS, conduct student orientation for the trip:</p> <ul style="list-style-type: none"> • How to obtain passports • How the health insurance works, etc. <p>Programs more than 4 weeks in length will require students to attend the (____) 1-credit pre-departure class.</p>	3-5 months in advance. .
Step #10	<p>In conjunction with CIPS, finalize all travel arrangements: transportation, accommodation, educational materials, etc.</p> <ul style="list-style-type: none"> • All invoices must be submitted to CIPS for processing 	2 weeks to 2 months in advance. .
Step #11	Conduct cross-cultural training and final student preparation, not otherwise completed in Step #9	During final month before departure
Step #12	Conduct the Study-Abroad Program	Time Zero

Step #13	<p>Meet with the CIPS representatives upon return and submit both student grades and trip expense reports.</p> <ul style="list-style-type: none"> • Review budget revenue and expenditures. • Carryover balances may be forwarded to future programs • Deficit budgets will need to be addressed • Faculty salary and honorariums will not be processed until grades are submitted and Travel Reimbursement forms have been submitted and approved. 	1-3 weeks after return
Step #14	Submit written trip report and trip assessment to CIPS.	1-6 weeks after return
Step #15	Meet with Study-Abroad Committee to make an oral, after-trip report to the committee	Sometime during the semester after program completion.