

Faculty Study Abroad Program Development and Management Checklist

Detailed information and templates can be found at:

<http://cms.bsu.edu/Academics/CentersandInstitutes/Rinker/StudyAbroad/FacultyDirector.aspx>

PRE DEPARTURE

9 to 12 months prior to departure

- Please meet with Director of Study Abroad (Director) to discuss proposed program.
- Submit a program proposal to the Director of Study Abroad (Director).
 - RCIP formats documents to develop “notebook” for Senior Management approval
 - Approval may require additional edits/clarifications from Faculty
- The Director will review and formally approve the proposal. The Rinker Center will then send you the following:
 - Letter of approval from the Director (with CC to Department Chair)
 - “Program Administration Guide
- Begin working with Coordinator of Field Study Budgets to obtain all required signatures on the official budget.
- Submit budget to Director of Study Abroad. Director will approve budget and notify Faculty. The Director will forward approved budget to Coordinator of Field Study Budgets and notify you.
- Once the official budget has been approved, you must submit the completed “Faculty Led Program information Sheet” with a copy of your program flyer to the Study Abroad Office. At this point you are authorized to recruit students and participate in the Study Abroad Fair.
- Student recruitment and enrollment continues.

12 weeks prior to departure

- Director of Study Abroad will contact you to arrange a face-to-face “Pre-Departure Meeting” with the Director to discuss:
 - Confirm that the program budget has sufficient enrollment to run
 - Submit the complete HTH insurance roster
 - Provide a final itinerary and emergency contact information for while abroad
 - Submit photocopies of completed student enrollment
 - Provided a copy of the “Study Abroad On-Site Handbook”
 - The Director will review pre-departure orientation, Risk Management requirements
 - The program’s Travel Warning status is also re-assessed at this time

6 weeks prior to departure

- Deadline for decision on whether program has sufficient enrollment, and approval, to run. Approved by Director of Study Abroad.
- Please liaise with Travel Agent to make student flight arrangements
- Conduct a pre-departure orientation for your students

Group Departure

ARRIVAL AND ONSITE

As soon as possible after arrival

- Contact the Study Abroad office by email or phone to inform us of the student's arrival.
- Register the group with the U. S. Embassy using the Smart Traveler Enrollment Program. <https://travelregistration.state.gov>
- In the event that portions of your program have changed, provide the Study Abroad Office with an updated itinerary and confirm telephone numbers where you can be reached at all study sites visited.
- Provide an On-site Orientation to include:
 - Emergency response plan, procedure for emergency meeting place/communication
 - Remind students they must adhere to local laws, BSU Code of Student Rights and Responsibilities, and the BSU guidelines on alcohol use
 - Remind students you are there to help with any issues
 - Provide students with site-specific information about potential health and safety dangers
 - Provide students with in-country emergency contact information (nearest doctor, equivalent of 911, U.S. Embassy/Consulate)

On-Site Budget Management

- Before departure, you will be briefed on budget issues by the Coordinator for Field Study Budgets and will be given a clear understanding of how much is available. It is imperative that you keep accurate records of monies spent. A credit card slip is not considered a sufficient receipt. Keep itemized receipts for all expenditures and also keep a spread sheet with the following categories:
 - Food
 - Lodging
 - Excursions
 - Transportation
 - Phone/Supplies/Miscellaneous
 - Stipend/Guest Lecturers
- Keep separate files for anything paid with cash advance funds, out of pocket, or pre-paid.

Return

- Once you have returned, all expenses must be submitted to the Coordinator for Field Study Budgets so that either the cash advance can be reconciled or you can be reimbursed for out-of-pocket expenses

Ball State University Emergency Contacts

- Rinker Center for International Programs 765-285-5422
- John Jensen, Director of Study Abroad 765-285-2652; 517-721-9540 (home)
- Ball State University Police (After hours) 765-285-1111
- Ball State Counseling Center 765-285-1736; 765-747-7330 (after 5pm)
- Student Rights and Community Standards 765-285-5036
- Chanda Fouse, Coordinator of Field Study Budgets 765-285-6351