

Study Abroad Program Development Timeline for 2017 programs

Begin 12-14 months ahead of time:

(Timeline is based on a program departing in May)

April/May (of preceding year) - Consult with department and CIE about program concept; review Study Abroad Program Directors' Handbook

May/June/July - Develop program framework; connect with vendors

August 26 - Fully signed Study Abroad Faculty Proposal due

September 14 - Fall Study Abroad Fair

September - Faculty workshop on logistics, marketing/recruitment, and application process

October/November/December - Marketing/recruitment

November 1 - Application deadline for spring break programs

Mid-November - Second Fall Study Abroad Fair (tentative)

January/February - Spring Study Abroad Fair; continuation of marketing/recruitment

February – Crisis Management Seminar

March 1* - Last application deadline for summer programs

March -- Finalize on-site arrangements/logistics

March/April/May - Application processing; on-site arrangements/payments to vendors; pre-departure meetings with students

May 1 - Finalized program itinerary with on-site contacts due

May/June/July/August - Program abroad; notify CIE of program outcomes, incidents abroad, etc.

Within 10 business days of program return - turn in expense reports

*subject to program departure or other requirement