



Faculty-Led Study Abroad

MODULES ON OAKS

Modules on OAKS are designed as a resource center for each step in the faculty-led study abroad program process. Research resources, templates, forms, and explanations can be found in the correlating module.

First Step – Responsibilities and Program Design

- Responsibility
- Faculty-Led Program Timeline
- FAQs
- Mission and Goals
- What is a Provider and Why are they Beneficial?
- International Internships
- Striving for Inclusive Excellence
- Participant Selection Criteria
- Budget and Program Fee

Second Step – Submitting a Program Proposal

- Proposal (Forms)
- Required Supplemental Document for Proposal (Form)
- Program Director: Request for Accompanying Family or Guest (Form)

Third Step – Office of Legal Affairs & Program Budget

- Selected Service Provider Confirmation Bid Form
- Budget (Template)

Fourth Step – Approved Proposal

- Application: Through ViaTRM
- Marketing
- Accepting Students
- Travel Authorization Form
- Stay in Contact
- Program Cancellation Policy

Fifth Step – Programs a Go!

- Required Clergy Act Training
- Payments and Deposits
- Pre-Departure
- Travel Advance Request
- Course Registration
- Documents Before Departure

Sixth Step – Time Abroad

- Study Abroad Program Expense Report
- International Arrival
- On-Site Orientation
- Added Activities
- Disciplinary Issues (w/Forms)
- On-Site Emergencies (Procedures & Forms)

Seventh Step – Program Completed

- Program Survey
- Registrar's Office - Reporting Grades
- Study Abroad Expense Report Due
- Re-entry and Reflection

Lunch and Learn Recordings