Global Education Program Proposal

Timeline
for programs during Winter or Spring terms

Year 1

- June
- July
- August
- September
- October
- November
- December

Meet with GEO; program design and development; conduct site visit

- Develop budget, align logistical arrangements with vendors/providers in country, create program materials, draft needed approval requirements (syllabus, budget, program description, itinerary)

Year 2

- January
- February

GEAC proposal available for submission. Contact your college liaison for Global Education for dept/college-specific procedures

- Submit final proposal for GEAC approval. Create marketing materials/plan, launch program application through GEO’s website (if program’s approved)
<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tr>
<td>September</td>
<td>Vendor/provider contracts submitted to University Legal Counsel for review; align financial processes.</td>
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<td>August</td>
<td>Final deadline to submit course approval documents to Winter Sessions.</td>
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<td>July</td>
<td>Ongoing student recruitment.</td>
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<tr>
<td>June</td>
<td>GEO Faculty Leader Trainings offered (repeated every 2 years).</td>
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<tr>
<td>May</td>
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<td>April</td>
<td>Submit program proposal: Obtain dept/college approval. Submit proposal to GEO by early October.</td>
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<tr>
<td>March</td>
<td>Incorporate GEK. Final opportunity to submit program proposal: Obtain dept/college approval. Submit proposal to GEO by early October.</td>
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GEO Faculty Leader Trainings offered (required every 2 years)

Pre-departure orientation(s) occur, ensure passport validity, obtain student visas, finalize program arrangements, course registration, ensure student requirements are completed and students are paid in full, make vendor/provider payments, confirm final participant roster with GEO

Submit Pre-Departure Checklist to GEO 30 days in advance of departure (emergency contact cards, Clery Act, CISI group enrollment, incl cell phone # of the faculty leader(s)); submit travel authorization/request for travel loan

Year 3

Program starts; on-site orientation
February

30 days following winter session program end, program evaluation occurs; submit travel reimbursement & financial documents

March

GEO Faculty Leader Trainings offered (required every 2 years)

April

Students participate in the Student Experiential Learning Conference to showcase the product from their study abroad experience

May

30 days following winter session program end, program evaluation occurs; submit travel reimbursement & financial documents