

# FACULTY-LED PROGRAM DEVELOPMENT TIMELINE

## Acronym Key:

EAO = Education Abroad Office

EARC = Education Abroad Review Committee

Month	Phase	Faculty Activities	Events
<b>October</b>	Pre-Proposal	Research possible program ideas	Faculty-Led Workshop (required for faculty considering submitting a proposal)
<b>November</b>	Pre-Proposal	Prepare & submit program proposal	
<b>December</b>	Pre-Proposal	Prepare & submit program proposal	Deadline to submit proposals for faculty-led programs
<b>January</b>	Program Review		
<b>February</b>	Program Review		
<b>March</b>	Program Review		
<b>April</b>	Program Review	Work with EAO on securing a provider proposal	EARC interviews with faculty
<b>May</b>	Program Review	Work with EAO on securing provider proposal	EARC interviews with faculty
<b>June</b>	Program Approval		Meet with EAO once program is approved
<b>July</b>	Recruiting	Begin marketing program	
<b>August</b>	Recruiting	Marketing program	
<b>September</b>	Recruiting	Marketing program	<b>Faculty Leader Workshop 1:</b> Marketing, Recruiting, Application Process, & Scholarships
<b>October</b>	Recruiting	Marketing program	Faculty-Led Study Abroad Fair
<b>November</b>	Recruiting	Marketing program	
<b>December</b>	Recruiting	Marketing program	<b>Faculty Leader Workshop 2:</b> Student Services, Crisis Management, and Community-Based Learning Abroad
<b>January</b>	Recruiting	Marketing program	
<b>February</b>	Recruiting	Marketing program	Deadline for students to apply for faculty-led programs. Decision of which programs will run.
<b>March</b>	Pre-Departure	Group development with students	<b>Faculty Leader Workshop 3:</b> Pre-Departure Next Steps & Building Group Dynamics
<b>April</b>	Pre-Departure	Group development with students	Pre-Departure Orientation for Students
<b>May</b>	Pre-Departure	Group development with students	
<b>June</b>	Pre-Departure	Group development with students	
<b>July</b>	Programs Underway	Lead Programs!	
<b>August</b>	Programs Underway	Lead Programs!	
<b>September</b>	Programs Underway	Lead Programs!	