Checklist for Leading a Summer Study Abroad Program

This checklist is intended to complement the Study Abroad Faculty Guide found at: [http://media.clemson.edu/ia/programs/sa_faculty_led_guide.pdf](http://media.clemson.edu/ia/programs/sa_faculty_led_guide.pdf). This checklist is not comprehensive. Check the guide for further details as well as general procedures.

### Action/Activity

#### Program Approval, Development, and Recruitment

- Meet with OIA, previous leaders, chair, etc. to discuss ideas  
  - Ongoing
- Prepare and submit proposal to OIA  
  - May (prior yr.)
- Meet with OIA fiscal manager to discuss/develop budget  
  - April/May
- Develop plan for recruitment and promotion  
  - Fall thru Spring
- Participate in study abroad fair  
  - September
- Work with OIA staff on program promotion (provide info for website, brochures, etc.)  
  - Fall thru Spring
- Attend new study abroad faculty workshop/orientation  
  - Fall/Spring

#### Admissions and Logistics

- Review applications on a rolling basis  
  - Ongoing as received
- Communicate program specific information to students  
  - Ongoing
- Request study abroad course sections  
  - Spring
- Arrange group flight (if applicable)  
  - Spring
- Participate in study abroad fair  
  - February
- Obtain passport, visa(s), immunizations (as applicable)  
  - Spring
- Organize country/program specific orientation  
  - Late Spring
- Order texts/prepare courses/notify students of necessary pre-departure purchases  
  - Spring
- Submit invoices to OIA  
  - Spring

#### Pre-departure Preparation

- Submit Authorization for Official Foreign Travel Form to OIA  
  - 2-3 wks before departure
- Review steps for/request travel advance with OIA  
  - 2-3 wks before departure
- Prepare for on-site financing (debit card, traveler’s checks, etc.)  
  - 2-3 wks before departure

#### Non-academic On-site Responsibilities

- Record expenses  
  - On-going on-site
- Meet with students to discuss non-academic issues  
  - On-going on-site
- Handle problems/student issues  
  - On-going on-site
- Administer evaluations  
  - End of program

#### Post-program Responsibilities/Activities

- Reconcile travel advances/submit receipts for reimbursement  
  - w/in 30 days of return
- Submit report and/or meet with OIA to discuss program  
  - w/in 30 days of return
- Assist future leaders  
  - On-going
- Begin planning for next year  
  - On-going

Office of International Affairs  
Clemson University  
October 2010