



Program Recruitment and Admission Best Practices

Recruiting Students

Recruiting participants for an education abroad program is one of the primary responsibilities of the faculty director. In general, a minimum number of participants must be enrolled in the course for the program to run, as set in the program budget. PHCEA will facilitate the creation of an online program brochure and add program information to the Clemson Education Abroad website. The College Program Manager will work with the Faculty Directors to secure appropriate information and add program details to the online brochure. Faculty directors should plan to make substantial efforts in marketing their program, noting that faculty-to-student and student-to-student promotion is usually the most successful means of generating interest.

Suggestions for reaching students and boosting interest include:

1. Participate in the education abroad fair, coordinated by the PHCEA.
2. Create posters and flyers that highlight the features of the program and provide students with useful information
3. Ask past participants from past program iterations to speak about their experience in classes and spread the word to other students
4. Classroom presentations – promote within your own classes and ask colleagues if you can promote your program for 10 minutes at the start of their classes
5. Share program marketing materials with academic advisors and department/school contacts
6. Send emails or announcements utilizing departmental resources or newsletters
7. Connect with colleagues at other US institutions and share program information

For additional information and resources, refer to the [Education Abroad Faculty Director Canvas Workgroup](#).

Student Application Process

Clemson University uses a standard online application for all education abroad programs. Students should submit their applications directly through the online portal, Terra Dotta, based on the application deadlines provided below. If faculty directors would like to request a deadline date different from the recommended application deadlines; they must consult with the College Program Manager to discuss the feasibility. Throughout the application process,

students receive automated messaging from the PHCEA intended to guide them through the application process.

Student Application Deadlines

Program Term	Student Application Deadline
Fall Semester	March 1
Spring Semester	October 1
Spring Break	November 1
Summer	March 1

Application Review and Admission Processes

Faculty directors are tasked with selecting participants using a systematic and fair manner to admit students who will benefit most from the experience and contribute positively to the program. For more information about monitoring and reviewing student applications, please refer to the [Education Abroad Faculty Director Canvas Workgroup](#).

Below are criteria that should be considered during the review process:

1. Review Applications and conduct initial screening to ensure all applications are complete and meet the basic eligibility criteria, such as GPA, class standing, and prerequisite courses. (PHCEA continues to have a separate review process for applicants who do not meet the education abroad minimum GPA requirement of 2.50.)
2. Evaluate Academic Performance: _
3. GPA: Look at the applicant's GPA to gauge academic preparedness.
4. Coursework: Consider how well the applicant's academic background aligns with the program's focus.
5. Assess Personal Statements and Essays: _
6. Motivation: Evaluate the applicant's reasons for wanting to participate in the program. _
7. Goals: Consider how well the program aligns with the applicant's academic and career goals. _
8. Preparedness: Assess the applicant's understanding of the challenges and opportunities of studying abroad. _
9. - Conduct one of the following to evaluate the applicant's character, suitability, interpersonal and cross-cultural skills, maturity and independence.
10. Require and consider an academic reference form obtained through Terra Dotta or a recommendation letter to review the strength and content of the recommendations from faculty or advisors. To look for insights into the applicant's character, maturity, and suitability for the program.
11. Conduct individual or small group interviews to assess communication skills, cultural sensitivity, and adaptability, clarify motivation, and discuss the applicant's reasons for applying and expectations for the program. Also, to gauge how the applicant might handle potential challenges while abroad.

12. Review Disciplinary Records to Ensure the applicant is in good standing with the institution and has a record of responsible behavior (Conducted by PHCEA with support from OCES).

Faculty Action Steps:

Application reviews shall not be submitted until the following are complete:

- Receipt of academic reference form
- Individual or small group interview
- Additional review of students with GPA below 2.5

The timeline for submitting application reviews is as follows:

- Rolling Admissions: Applications must be reviewed within one week of receipt
- Deadline-based Admissions: Applications must be reviewed within one week of advertised deadline

Student Action Steps:

Upon admission to the program, students must indicate their participation by either committing or declining to participate. After being approved to participate in the program, each student will receive a prompt upon logging into their program application asking them to either commit or decline.

Students must commit to participate in the faculty-directed program within the set timeframe, following the expectations below.

- Short-term faculty-directed programs (Summer/Fall Break/Winter/Spring Break)
Students must commit to participate in the faculty-directed program by clicking the “Commit” button on your education abroad application within two (2) calendar weeks after being approved to participate in the faculty-directed program. If you do not commit within this timeframe, your application will be withdrawn, and the application fee will not be refunded.
- Semester faculty-directed programs (Fall/Spring/Academic Year)
Students must commit to participate in the faculty-directed program by clicking the “Commit” button on your education abroad application within three (3) calendar weeks after being approved to participate in the faculty-directed program*. If you do not commit within this timeframe, your application will be withdrawn, and the application fee will not be refunded.
 - *For the School of Architecture fluid campus programs, students have two (2) calendar weeks to accept the placement and three (3) weeks to commit after being approved to participate in the program.

Additionally, students must complete all post-decision application requirements in their Terra Dotta program application to meet PHCEA enrollment requirements. Students who do not complete all requirements will be withdrawn from the program.

Non-Clemson Student Participation

If non-Clemson students are participating in a faculty-directed program, they must be admitted to Clemson University as a guest student prior to the term of their program participation. Additional details about admitting non-Clemson student participants are available within the [**Education Abroad Faculty Director Canvas Workgroup**](#).