

# **Planning a Study Abroad Program A Checklist**

## **14 to 16 Months Before Departure**

1. Choose destination, course offering, time period (allow at least 12 months)
2. Notify your Dean in writing of your idea
  - a. Work with your Dean to determine whether program will be FTE-generating or not

## **12 to 14 Months Before Departure**

3. Choose service provider (service provider must be on District approved list)
4. Request a preliminary proposal and cost estimate from service provider
5. Complete Faculty Proposal Form and submit to your Dean for approval
  - a. Dean will forward your proposal to the VP of Instruction, then your President for approval. Once approved, President will forward for final approval by Board of Trustees. District Educational Services will contact you when program has gone through the entire approval process.

## **10 to 12 Months Before Departure**

6. Contact service provider and request that they send your final contract and the trip brochure to Educational Services for approval. Once approved, the trip brochure will be forwarded to Max Vorathavorn in DIS to be posted on the District website.
7. Recruit students
  - a. Remember: you are responsible for getting enough students together to fund the trip. The number of students required is spelled out in your service provider contract. The students must be signed up and committed to the trip and submit their deposits directly to SP-TC.
8. Make sure your students make deposits and final payments directly to the SP-TC. All monies must be paid 3 months prior to the trip departure.

## **1 to 3 Months Before Departure**

9. Medical Insurance for Participants
  - a. All program participants are required to purchase short-term outbound medical insurance through an approved District insurance provider. Program participants must purchase this study abroad medical insurance no less than **60 days prior to program departure**. Failure to purchase the required medical insurance shall prevent the student from participating in the study abroad program. Program participants can find information on the required medical insurance at: [www.cccd.edu/studyabroad/insurance.aspx](http://www.cccd.edu/studyabroad/insurance.aspx).

- b. Prior to departure the insurance provider will mail individual medical insurance cards and insurance information to the District Educational Services office. Upon receipt the cards will be forwarded to the individual instructors for distribution to participants.
- 10. Through your college Admissions & Records, enroll your students in the course(s) being offered through your Study Abroad program.
- 11. Hold Pre-Departure Meeting with students, parents and service provider
  - a. At this meeting the students will complete the student participation packet and all other necessary documentation and get departure information
- 12. Follow up with service provider
  - a. Service provider should have a student package completed by each student at the Pre-Departure Meeting. In addition, they should have final itineraries for you to review. They will let you know about your overseas contacts.
  - b. Make sure that you get information and procedures from the service provider on the Emergency Evacuation Plan.

### **During the Trip**

- 13. Connect with on-site service provider contact
  - a. A representative will help you get to your housing, set up your tours and let you know about meal choices. Make the connection and keep their phone number and other contact information with you at all times.
  - b. Make sure you have in your possession:
    - i. Emergency contact numbers for Coast Community College District Administrators in case of emergency
    - ii. Incident Documentation Forms, Withdrawal Forms, and Accident Report Forms
    - iii. Copies of insurance information and authorization forms for all participants and a copy of the emergency evacuation plan you completed with your program provider.
- 14. Teach your class
- 15. Support your students

### **Upon Your Return**

- 16. Turn in your grades
- 17. Submit your course evaluation