

Planning a Study Abroad Program Checklist for Faculty

14 to 16 Months Before Departure

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

12 to 14 Months Before Departure

3. Choose a service provider (service provider must be a District approved provider)
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's Office will submit an agenda item for final approval by the Board of Trustees.
 - b. Once approved the college will forward a copies of the approved faculty proposal form and the Board item to Educational Services

10 to 12 Months Before Departure

6. Upon approval of the program, contact service provider and request that they send your final contract and the trip brochure to Educational Services for approval. Educational Services will submit the service provider contract for Board approval. Once approved, the trip brochure will be posted on the District website
7. Recruit students
 - a. Remember: you are responsible for recruiting enough students to fund the trip. The number of students required is stated in your service provider contract. The students must sign up, commit to the trip, and submit their deposits directly to service provider
8. Make sure your students make deposits and final payments directly to the service provider. All fees must be made according to the deadline/s stated in the service provider contract

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 our 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/studayabroad/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 a pre-departure meeting with students (you may also want to include a travel provider representative)
 - a. At this meeting the students will complete the student participation packet and all other necessary documentation and get final departure and program information
12. Follow up with service provider
 - a. Service provider should have a student packet completed by each student. Each student will be required to complete the Coast Community College District participation packet in addition to the travel provider packet
 - b. They should provide final itineraries for you to review.
 - c. They should also inform you of your overseas contacts.
 - d. Make sure that you get information and procedures from the service provider on the their emergency evacuation plan

During the Trip

13. Connect with on-site service provider contact
 - a. Contact the travel provider representative that will assist you with your housing arrangements, set up your tours and let you know about meal choices. 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
 - 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