

Global Classroom

Steps to create a Faculty-Led Study Abroad program at Butler University

	Steps		Deadline	Date
1.	Program Development	<input type="checkbox"/> Develop preliminary idea and framework for your program <input type="checkbox"/> Discuss program with Dean & Depart. Chair <input type="checkbox"/> Schedule a meeting with Dena Mulligan, CGE	18-16 months prior to departure	
2.	Program Development	<input type="checkbox"/> Obtain proposals from 3 rd party providers. CGE can help with a list of options. <input type="checkbox"/> Work on program logistics and costs – travel, lodging, excursions, etc.	16-13 months prior to departure	
3.	Program Proposal	<input type="checkbox"/> Submit program proposal to CGE: https://global-education.butler.edu/?go=StudyAbroadProposal <input type="checkbox"/> Determine course number, title and credit-hours; develop syllabus; seek new course approval, if needed <input type="checkbox"/> Provide specific information for the online brochure	13-12 months prior to departure	Aug.1
4.	Budget	<input type="checkbox"/> Schedule a meeting with Dena to discuss your budget	12-11 months prior to departure	
5.	Marketing	<input type="checkbox"/> 1st Promotional event - Study Abroad Fair <input type="checkbox"/> See Marketing guide for other marketing strategies	8-7 months prior to departure	
6.	Student Application	<input type="checkbox"/> All students must apply for the program via the online application. <input type="checkbox"/> Students submit \$500 non-refundable deposit to CGE by deadline	See CGE for deadline	
7.	Plan	<input type="checkbox"/> Once minimum enrollment is met & students are “Approved,” then invoices can be paid. <input type="checkbox"/> Work with CGE to coordinate group flights, if needed <input type="checkbox"/> CGE can pay for all invoices and process reimbursements	3-2 months prior to departure	
8.	Pre-departure	<input type="checkbox"/> Schedule a pre-departure session for your students <input type="checkbox"/> Attend the Mandatory Faculty Training & Review Emergency Manual from CGE <input type="checkbox"/> Complete a “Travel Advance”	2-1 month(s) prior to departure	
9.	Prior to departure	<input type="checkbox"/> Review Medical & Emergency contact information from student’s online application <input type="checkbox"/> Finalize any last minute details <input type="checkbox"/> Communicate final itinerary and changes to students	1 month – 1 week prior to departure	