

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 with Dean & Department Chair <input type="checkbox"/> Schedule a meeting with Dena Roberts, CGE	16 months prior to departure	
2.	Program Development	<input type="checkbox"/> Obtain proposals from 3 rd party providers <input type="checkbox"/> Work on program logistics and costs – travel, lodging, excursions	13 – 11 months prior to departure	
3.	Program Proposal	<input type="checkbox"/> Determine course number, title and credit-hours; develop syllabus; seek new course approval, if needed <input type="checkbox"/> Submit program proposal to CGE including: Itinerary & Department approval. <input type="checkbox"/> Remove any past application websites/procedures and use CGE’s new online application.	12 – 11 months prior to departure	
4.	Budget	<input type="checkbox"/> Once the program is approved, schedule a meeting with Dena to discuss your budget <input type="checkbox"/> Complete the flyer questionnaire for online application	11-10 months prior to departure	
5	Marketing	<input type="checkbox"/> 1st Promotional event - Study Abroad Fair on Oct. 4 th from 4-7. Program and budget need to be approved prior to event <input type="checkbox"/> See Marketing guide for other marketing strategies <input type="checkbox"/> Complete the flyer questionnaire for online marketing.	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 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"/> Review purchasing and wire policies before items are purchased	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 “Travel Advance Form”	2-1 month(s) prior to departure	
9	Prior to departure	<input type="checkbox"/> Print off 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	

