**May Term and Summer Abroad Checklist for Faculty Leaders**

* March 15 Submit proposals for May Term and Summer Abroad Course to Deans
* April 1st Provide program information to the Spencer Center (globalengagement@marybaldwin.edu):
* Course Title and Number Pre-Requisites, if applicable
* Instructors Estimated dates and duration
* Destination(s) Brief (500 word) program description
* Estimated Cost Colorful and appealing photo of site
* Early-April Attend May Term/Summer Study Abroad Fair in Hunt West with prepared materials
* April-Oct

Advertise program; encourage students to prepare financially and obtain passport

 Recruit through interest meetings, advertising, class

* Aug 1st Submit final cost information to the Spencer Center for inclusion in publicity materials:
* Total fee and items included
* Costs that students will have to cover
* 2nd Tues. Sept Civic and Global Engagement Fair, Hunt West , 11:30-1:30 pm
	+ - * + *Main recruitment event; bring program materials*
* Sept.-Nov. 1 Monitor number and status of student applications (Google form)
* Oct 1st Deadline: MBU study abroad scholarship application and financial aid application
* Nov 1st Student Deadline:

-Applications for May Term and Summer Abroad

 -$1,000 non-refundable, program deposit

Acceptance packets must include:

 -Health form

 -MBU International Waiver (ASSUMPTION OF RISK, RELEASE, AND INDEMNIFICATION and CONDITIONS OF PARTICIPATION)

* + - * + Feb 1st Final deadline for completed forms and participant payment::
* Students: enrollment forms (Health, Code of Conduct, Liability)
* Students: Final payment
	+ - * + Mid-March Students: Mandatory pre-departure workshop in Spencer Center
				+ Jan-Apr. Get to know your students

Start developing relationships that will offset nervousness for those students who haven’t traveled abroad before

Be aware of any accommodations needed

* + - * + Mar-Apr. Hold country-specific pre-departure orientation

Distribute passport information form

Collect all cell phone numbers; give list to students

* + - * + April 1st  Submit final paperwork to the Spencer Center

Include physical addresses, contact numbers, and final course roster (needed to obtain MBU study abroad insurance cards)

Include name and phone number of 2 hospitals and 2 mental health providers in country in case of emergency

* + - * + April 15 Provide the following information to the Spencer Center:

List of all cell phone numbers (faculty and students)

Copy of all completed student passport forms

Copy of completed faculty passport forms

* + - * + Pre-Departure

Pack original student health forms

Read through health forms to be aware of potential situations/needs

* + - * + While Abroad

Hold on-site orientation on arrival in country

Be attentive to group dynamics; facilitate positive relationships

Imbed structured reflection into class, as possible

Mediate student behavioral issues; document; report to Student Life on return to campus

If student behavior endangers oneself or others, consult with Student Life and/or Spencer Center about sending student home at own expense.

* + - * + Upon Return

Distribute and collect May Term/Summer Course Student Surveys