

## Program Director Checklist

This timeline provides the necessary schedule to get approval, work on logistics and academic components, recruit students, and prepare the group for departure. The timeline below is meant as a guide for PDs; actual times may vary based on specific program needs and travel dates.

<i>Months prior to course start date</i>		<i>Tasks</i>
Fall Semester Program	Spring Semester Program	
12 months	12 months	<input type="checkbox"/> Get Chair's/Dean's support for program concept <input type="checkbox"/> Consult with CGE on how to develop a program proposal <input type="checkbox"/> Attend Program Director Workshops sponsored by CGE
10 months	10 months	<input type="checkbox"/> Submit Program Proposal Form (see Appendix B) <input type="checkbox"/> Proposal reviewed and approved (to meet Timetable deadlines) <input type="checkbox"/> Work on logistics, itinerary, and budget; consult with CGE as necessary (See Appendices C-E).
8 months	5 months	<input type="checkbox"/> Confirm on-site contacts/ agency affiliations <input type="checkbox"/> Develop marketing materials (see Appendix I & P) <input type="checkbox"/> Submit to CGE your program application and marketing materials so they can be uploaded to AbroadOffice (AO). <input type="checkbox"/> Begin to promote program and recruit students using AO (see Appendix N)
4 months	3 months	<input type="checkbox"/> Accept applications from students in AO until established deadline; make final selections <input type="checkbox"/> Send CGE list of accepted students by the CGE PD review deadline to ensure your students are considered for study abroad scholarships. <input type="checkbox"/> Students sign and upload to AO Acceptance Agreement (see Appendix G). <input type="checkbox"/> Students pay non-refundable deposit. <input type="checkbox"/> Confirm visa requirements.
<i>Months prior to departure date</i>		<i>Task</i>
4 months	4 months	<input type="checkbox"/> Collect program fees from students according to payment deadlines (see Appendix G) <input type="checkbox"/> Submit Program Participant Roster to CGE (see Appendix H) <input type="checkbox"/> Schedule pre-departure orientation session(s)
2 months	2 months	<input type="checkbox"/> Working with CGE, direct students to complete and upload required study abroad forms in AO
1 month	1 month	<input type="checkbox"/> Submit to CGE: Final itinerary (see Itinerary and Logistics section page 10 and Appendix O) <input type="checkbox"/> Make final preparations and confirm program logistics <input type="checkbox"/> Check that all students have paid in full
0 months	0 months	<input type="checkbox"/> Departure: Use Expense Log within Budget Worksheet (see Appendix C), keep all receipts, keep CGE informed of changes to itinerary and any emergencies
Within 1 month after return	Within 1 month after return	<input type="checkbox"/> Turn in Expense Log and final accounting to Business Office <input type="checkbox"/> Submit results from Participant Program Evaluations (see template in Appendix L) to CGE <input type="checkbox"/> Schedule a post-program meeting with CGE and appropriate Chair/Dean to evaluate program
Post-program		<input type="checkbox"/> At least 1 year before you plan to offer the program again, inform CGE.