Macalester Faculty-Led Short-Term Programs Checklist

START: December/January: Course development and approval*			**Who?**
Notify International Center		Contact Kelsey Schultz (kschult2@macalester.edu) in the International Center regarding plans for an off-campus course.	Faculty
Provost Authorization		Provost approves of the course offering.	Faculty
EPAG Approval (if necessary) *Not necessary if the course is in the Course Catalog or if the course is being offered for the second time as a "Topics" course.*		Submit course proposal to Registrar with rationale per EPAG guidelines. Full EPAG proposal needed by early March.	Faculty
Notify Registrar (if EPAG approval not necessary)		Send course name &description to the Registrar's office for listing on website under January Options. Registrar's Office will alert International Center.	Faculty
Consider provider management		Consider whether to seek assistance from a program provider or to manage program logistics independently (providers often want 9-12 months of lead time). Contact International Center for more information.	Faculty & International Center
Initial Program Publicity		Announce the program to students even before the details are finalized to generate interest.	Faculty
February/March: Budget and enrollment planning			
	Yes	**Comments**	
Share draft program budget with Accounting. Be mindful of airline group seating requirements.	☐	Contact Dave Berglund (dberglun@macalester.edu). Template on IC website.	Faculty
Student Billing - All payments MUST go through Student Accounts. Non-refundable deposit for each student is required.	☐	Contact Mary Johnson in Student Accounts to discuss posting charges to student billing accounts & refund policy (mjohns15@macalester.edu).	Faculty
April: Publicity			
Develop a comprehensive recruitment plan	☐	Strategize how to target students through specific courses, campus publicity avenues, and student organization.	Faculty
Publicize the program	☐	Develop fliers and web publicity. International Center can assistance by advertising the course through their channels.	Faculty
May – early September: Application & Selecting Students			
Finalize application form & enrollment criteria	☐	Contact Kelsey Schultz (kschult2@macalester.edu) in the IC.	Faculty & International Center
Select participants	☐	All student payments must go through Student Accounts.	Faculty
Send list of accepted students to International Center. [include cost per student]	☐	IC will distribute formal letters in support of visa application & send list to Registrar & Student Accounts, & Financial Aid.	Faculty & International Center
Initiate visa process	☐	US citizens: Faculty should be informed of the visa process for the site and direct students to resources. Students will obtain visas themselves or the faculty may decide to use a visa processing agency. International students: Obtaining visas for international students is often complex. As a first step, consult with Aaron Colhapp (colhapp@macalester.edu) in International Student Programs.	Faculty & Students

*Note that this timeline is for a January course. Contact the IC for a May course timeline.

Updated 10/15/2014

Macalester Faculty-Led January Programs Checklist

September: Finances abroad			
	Yes	**Comments**	**Who?**
Discuss financing options with Business Services	☐	Contact Matt Rumpza (mrumpza@macalester.edu) Personal account? Mac P-card? How much cash?	Faculty
September – October: Health & Wellness			
Health questionnaire sent to students	☐	Available through the IC. Faculty leaders MUST carry these forms with them on-site.	International Center
Schedule *Health & Safety Orientation* (30 minutes)	☐	Contact Dr. Stephanie Walters (swalters@macalester.edu) after health forms are received to discuss general protocol, medical cases of concern, and to devise a list of in-country providers.	Faculty
Travel Clinic Visits & Immunizations	☐	If appropriate, encourage students during orientation to make an appointment with a travel clinic. *Some visas require specific vaccinations.*	Faculty
CIEE case study, "Who is Playing Bach?: Managing Students in Crisis"	☐	Available through the International Center. Workshops will be offered periodically.	Faculty
October – November: Forms, waivers, and final payments			
Verify signed student & parent waivers	☐	Students receive these through online system	International Center
Verify signed student code of conduct agreement	☐	Students receive these through online system	International Center
Verify receipt of final payments	☐	All payments MUST go through Student Accounts	International Center
Purchase airline travel	☐	MSP Travel is Macalester's preferred travel vendor. There is a small fee for this service. Contact Sue Beissel at sue@msptravelgroup.com or #651-686-9945.	Faculty
November: Risk management			
Safety and Emergency Guidelines	☐	Faculty leaders should be familiar with the *Safety and Emergency Guidelines for Off-campus Study.* Available through the IC.	Faculty
Travel insurance	☐	Intl Center enrolls participants & leaders in iNext travel insurance Premium with Security coverage (students not on Aetna insurance).	International Center
Registration of travel plans with State Department	☐	U.S. students should register travel plans on the State Dept's Smart Traveler site. International students should register with their respective governments if possible. https://step.state.gov/step/	Faculty
November: Travel information			
File final travel itinerary with the International Center	☐	Send final itinerary, including emergency contact info, with IC staff	Faculty
Passport scanning	☐	Students must upload a copy of their passport. Copies of passports will be made available to faculty leaders and IC staff.	International Center
Cell phones for program leader(s) and students (if desired)	☐	Discuss this option with the International Center	International Center & Faculty
Develop a post-program evaluation plan	☐	Upon return, send evaluation to students. Intl Center can help.	International Center & Faculty