

Macalester Faculty-Led Short-Term Programs Checklist

START: Course development and approval (ideally 1 year before travel, at minimum 6 months before travel)			Who?
Notify Center for Study Away		Contact Shanti Freitas (sfreitas@macalester.edu) in the Center for Study Away regarding plans for an off-campus course.	Faculty
Department Chair Approval		All proposals must be approved by the appropriate Department Chair	Faculty
Submit Proposal to the Review Committee		Proposals will be reviewed by two Education Policy and Governance (EPAG) members, Associate Dean of the Faculty, a CSA Representative, and a faculty member with previous experience leading STIFFSA programs.	Faculty
Provost Authorization		Provost approves of the course offering.	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 Center for Study Away.	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 Center for Study Away for more information.	Faculty & Center for Study Away (CSA)
Initial Program Publicity		Announce the program to students even before the details are finalized to generate interest.	Faculty
February/March: Budget and enrollment planning			
Share draft program budget with Accounting. Be mindful of airline group seating requirements.	<input type="checkbox"/>	Contact Dave Berglund (dberglun@macalester.edu). Template on CSA website.	Faculty
Student Billing - All payments MUST go through Student Accounts. Non-refundable deposit for each student is required.	<input type="checkbox"/>	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	<input type="checkbox"/>	Strategize how to target students through specific courses, campus publicity avenues, and student organization.	Faculty
Publicize the program	<input type="checkbox"/>	Develop fliers and web publicity. Center for Study Away can offer assistance by advertising the course through their channels.	Faculty
May – early September: Application & Selecting Students			
Finalize application form & enrollment criteria	<input type="checkbox"/>	Contact Shanti Freitas (sfreitas@macalester.edu) in the CSA to discuss online application system options (Terra Dotta).	Faculty & CSA
Select participants	<input type="checkbox"/>	All student payments must go through Student Accounts.	Faculty
Send list of accepted students to Center for Study Away. [include cost per student]	<input type="checkbox"/>	CSA will distribute list to Registrar, Student Accounts, & Financial Aid.	Faculty & CSA
Initiate visa process	<input type="checkbox"/>	<u>US citizens:</u> 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. <u>International students:</u> Obtaining visas for international students is often complex. As a first step, consult with Aaron Colhapp (colhapp@macalester.edu) in International Student Programs. CSA will distribute formal letters in support of visa application (if necessary).	Faculty & Students

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September: Finances abroad			
Discuss financing options with Business Services	<input type="checkbox"/>	Contact Matt Rumpza (mrumpza@macalester.edu) P-card? Cash?	Faculty
September – October: Health & Wellness			
Health questionnaire sent to students	<input type="checkbox"/>	Available through the CSA. Faculty leaders MUST carry these forms with them on-site.	CSA
Schedule <i>Health & Safety Orientation with CSA</i> for faculty/staff leaders (1 hour)	<input type="checkbox"/>	Contact Shanti Freitas in CSA to review <i>Safety & Emergency Guidelines</i> , risk management best practices, and discuss any site or program-specific plans.	Faculty & CSA
Travel Clinic Visits & Immunizations	<input type="checkbox"/>	If appropriate, encourage students during orientation to make an appointment with a travel clinic. <i>Some visas require specific vaccinations; review CDC and consular recommendations.</i>	Faculty
October – November: Forms, waivers, and final payments			
Verify signed student & parent waivers	<input type="checkbox"/>	Students receive these through online system (Terra Dotta).	CSA
Verify signed student code of conduct agreement	<input type="checkbox"/>	Students receive these through online system (Terra Dotta).	CSA
Verify receipt of final payments	<input type="checkbox"/>	All payments MUST go through Student Accounts	CSA
Purchase airline travel	<input type="checkbox"/>	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
Make program payments to overseas vendors/institutions	<input type="checkbox"/>	ALL payments should be made through Macalester-initiated payment methods such as P-cards or Business Services	Faculty
November: Risk management			
Schedule <i>Health & Safety Orientation with CSA</i> for Students (1 hour)	<input type="checkbox"/>	Schedule Health & Safety Orientation for students; CSA can deliver this orientation or consult with faculty leader on content.	Faculty, CSA & Students
Travel insurance	<input type="checkbox"/>	Please review the CSA site regarding Macalester emergency travel insurance .	Faculty, CSA & Students
Registration of travel plans with State Department	<input type="checkbox"/>	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 & Student
December: Travel information			
File final travel itinerary with the Center for Study Away	<input type="checkbox"/>	Send final itinerary, including emergency contact info, with CSA staff	Faculty
Passport scanning	<input type="checkbox"/>	Students must upload a copy of their passport. Copies of passports will be made available to faculty leaders and CSA staff.	CSA
Cell phones for program leader(s) and students (if desired)	<input type="checkbox"/>	Discuss this option with the Center for Study Away	Faculty & CSA
Develop a post-program evaluation plan	<input type="checkbox"/>	Upon return, send evaluation to students, provided by CSA	Faculty & CSA