# Macalester Faculty-Led Short-Term Programs Checklist

<table>
<thead>
<tr>
<th>Start: Course development and approval (ideally 1 year before travel, at minimum 6 months before travel)</th>
<th>Who?</th>
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</thead>
<tbody>
<tr>
<td>Notify Center for Study Away</td>
<td>Contact Shanti Freitas (<a href="mailto:sfreitas@macalester.edu">sfreitas@macalester.edu</a>) in the Center for Study Away regarding plans for an off-campus course.</td>
</tr>
<tr>
<td>Department Chair Approval</td>
<td>All proposals must be approved by the appropriate Department Chair</td>
</tr>
<tr>
<td>Submit Proposal to the Review Committee</td>
<td>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.</td>
</tr>
<tr>
<td>Provost Authorization</td>
<td>Provost approves of the course offering.</td>
</tr>
<tr>
<td>Notify Registrar (if EPAG approval not necessary)</td>
<td>Send course name &amp; description to the Registrar’s office for listing on website under [January Options](mailto:January Options). Registrar’s Office will alert Center for Study Away.</td>
</tr>
<tr>
<td>Consider provider management</td>
<td>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.</td>
</tr>
<tr>
<td>Initial Program Publicity</td>
<td>Announce the program to students even before the details are finalized to generate interest.</td>
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## February/March: Budget and enrollment planning

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<th>Who?</th>
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<tbody>
<tr>
<td>Share draft program budget with Accounting. Be mindful of airline group seating requirements.</td>
<td>Contact Dave Berglund (<a href="mailto:dberglun@macalester.edu">dberglun@macalester.edu</a>). Template on CSA website.</td>
</tr>
<tr>
<td>Student Billing - All payments MUST go through Student Accounts. Non-refundable deposit for each student is required.</td>
<td>Contact Mary Johnson in Student Accounts to discuss posting charges to student billing accounts &amp; refund policy. (<a href="mailto:mjohns15@macalester.edu">mjohns15@macalester.edu</a>).</td>
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## April: Publicity

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<th>Who?</th>
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<tr>
<td>Develop a comprehensive recruitment plan</td>
<td>Strategize how to target students through specific courses, campus publicity avenues, and student organization.</td>
</tr>
<tr>
<td>Publicize the program</td>
<td>Develop fliers and web publicity. Center for Study Away can offer assistance by advertising the course through their channels.</td>
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## May – early September: Application & Selecting Students

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<th>Who?</th>
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<tbody>
<tr>
<td>Finalize application form &amp; enrollment criteria</td>
<td>Contact Shanti Freitas (<a href="mailto:sfreitas@macalester.edu">sfreitas@macalester.edu</a>) in the CSA to discuss online application system options (Terra Dotta).</td>
</tr>
<tr>
<td>Select participants</td>
<td>All student payments must go through Student Accounts.</td>
</tr>
<tr>
<td>Send list of accepted students to Center for Study Away. [include cost per student]</td>
<td>CSA will distribute list to Registrar, Student Accounts, &amp; Financial Aid.</td>
</tr>
<tr>
<td>Initiate visa process</td>
<td>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 (<a href="mailto:colhapp@macalester.edu">colhapp@macalester.edu</a>) in International Student Programs. CSA will distribute formal letters in support of visa application (if necessary).</td>
</tr>
<tr>
<td><strong>September: Finances abroad</strong></td>
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<tr>
<td>------------------------------</td>
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<tr>
<td>Discuss financing options with Business Services</td>
<td>☐</td>
</tr>
<tr>
<td>Contact Matt Rumpza (<a href="mailto:mrumpza@macalester.edu">mrumpza@macalester.edu</a>)</td>
<td>P-card? Cash?</td>
</tr>
<tr>
<td>Faculty</td>
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<tr>
<th><strong>September – October: Health &amp; Wellness</strong></th>
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<tbody>
<tr>
<td>Health questionnaire sent to students</td>
<td>☐</td>
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<tr>
<td>Available through the CSA. Faculty leaders MUST carry these forms with them on-site.</td>
<td></td>
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<tr>
<td>CSA</td>
<td></td>
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<tr>
<td>Schedule Health &amp; Safety Orientation with CSA for faculty/staff leaders (1 hour)</td>
<td>☐</td>
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<tr>
<td>Contact Shanti Freitas in CSA to review Safety &amp; Emergency Guidelines, risk management best practices, and discuss any site or program-specific plans.</td>
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<tr>
<td>Faculty &amp; CSA</td>
<td></td>
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<tr>
<td>Travel Clinic Visits &amp; Immunizations</td>
<td>☐</td>
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<tr>
<td>If appropriate, encourage students during orientation to make an appointment with a travel clinic. Some visas require specific vaccinations; review CDC and consular recommendations.</td>
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<tr>
<td>Faculty</td>
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<th><strong>October – November: Forms, waivers, and final payments</strong></th>
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<tbody>
<tr>
<td>Verify signed student &amp; parent waivers</td>
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<tr>
<td>Students receive these through online system (Terra Dotta).</td>
<td></td>
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<tr>
<td>CSA</td>
<td></td>
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<tr>
<td>Verify signed student code of conduct agreement</td>
<td>☐</td>
</tr>
<tr>
<td>Students receive these through online system (Terra Dotta).</td>
<td></td>
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<tr>
<td>CSA</td>
<td></td>
</tr>
<tr>
<td>Verify receipt of final payments</td>
<td>☐</td>
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<tr>
<td>All payments MUST go through Student Accounts</td>
<td></td>
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<tr>
<td>CSA</td>
<td></td>
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<tr>
<td>Purchase airline travel</td>
<td>☐</td>
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<tr>
<td>MSP Travel is Macalester's preferred travel vendor. There is a small fee for this service. Contact Sue Beissel at <a href="mailto:sue@msptravelgroup.com">sue@msptravelgroup.com</a> or #651-686-9945.</td>
<td></td>
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<tr>
<td>Faculty</td>
<td></td>
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<tr>
<td>Make program payments to overseas vendors/institutions</td>
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<tr>
<td>ALL payments should be made through Macalester-initiated payment methods such as P-cards or Business Services</td>
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<tr>
<td>Faculty</td>
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<th><strong>November: Risk management</strong></th>
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<tr>
<td>Schedule Health &amp; Safety Orientation with CSA for Students (1 hour)</td>
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<tr>
<td>Schedule Health &amp; Safety Orientation for students; CSA can deliver this orientation or consult with faculty leader on content.</td>
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<tr>
<td>Faculty, CSA &amp; Students</td>
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<tr>
<td>Travel insurance</td>
<td>☐</td>
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<tr>
<td>Please review the CSA site regarding Macalester emergency travel insurance.</td>
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<tr>
<td>Faculty, CSA &amp; Students</td>
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<tr>
<td>Registration of travel plans with State Department</td>
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<tr>
<td>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. <a href="https://step.state.gov/step">https://step.state.gov/step/</a></td>
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<tr>
<td>Faculty &amp; Student</td>
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<tr>
<th><strong>December: Travel information</strong></th>
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<tbody>
<tr>
<td>File final travel itinerary with the Center for Study Away</td>
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<tr>
<td>Send final itinerary, including emergency contact info, with CSA staff</td>
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<tr>
<td>Faculty</td>
<td></td>
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<tr>
<td>Passport scanning</td>
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<tr>
<td>Students must upload a copy of their passport. Copies of passports will be made available to faculty leaders and CSA staff.</td>
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<tr>
<td>CSA</td>
<td></td>
</tr>
<tr>
<td>Cell phones for program leader(s) and students (if desired)</td>
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<tr>
<td>Discuss this option with the Center for Study Away</td>
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<tr>
<td>Faculty &amp; CSA</td>
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<tr>
<td>Develop a post-program evaluation plan</td>
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<tr>
<td>Upon return, send evaluation to students, provided by CSA</td>
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