

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 (CSA)		Contact Shanti Freitas (sfreitas@macalester.edu) in the Center for Study Away (CSA) 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 Info here: https://www.macalester.edu/provost/short-term-faculty-and-staff-led-study-away/		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
Discuss Academic Credit and Notify Registrar		January programs - send course name & description to the Registrar's office (and copy Shanti) for listing on available courses. May/summer programs - discuss when course credits will be offered with Shanti and Registrar, and create course name & structure accordingly.	Faculty, CSA (Shanti), Registrar
Discuss budget with Center for Study Away (CSA)		Share budget with CSA to finalize funding model and set student cost.	Faculty, CSA (Shanti)
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, CSA (Shanti)
Budget and enrollment planning (February/March for January programs, September for May/summer programs)			
Share draft program budget with Accounting	<input type="checkbox"/>	CSA will contact Dave Berglund (dberglun@macalester.edu), and copy faculty, to set up program accounts.	CSA (Shanti)
Student Billing - All payments MUST go through Student Accounts. Non-refundable deposit per student is required.	<input type="checkbox"/>	CSA will contact Mary Johnson (mjohns15@macalester.edu) to discuss posting charges to student billing accounts, deadlines, refund policy.	CSA (Shanti)
Publicity (April for January programs, October for May/summer programs)			
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
Application & Selecting Students (May-September for January programs, Nov-Jan for May/summer programs)			
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 (Shanti)
Select participants	<input type="checkbox"/>	All student payments must go through Student Accounts.	Faculty
Send list of accepted students to Center for Study Away	<input type="checkbox"/>	CSA will distribute to Registrar, Student Accounts, & Financial Aid.	Faculty, CSA (Shanti)
Initiate visa process	<input type="checkbox"/>	<u>US citizens:</u> CSA and faculty discuss visa process to 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 is often complex. CSA will consult with student on requirements and provide formal letters for the visa application if necessary. Student should consult with CSA Aaron Colhapp (colhapp@macalester.edu) in International Student Programs.	CSA, Faculty, Students

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Finances abroad (September for January programs, February for May/summer programs)			
Discuss financing options with Business Services	<input type="checkbox"/>	CSA will arrange for a faculty P-card and work with Accounts Payable on program payments.	CSA (Shanti)
Health & Wellness (October for January programs, March for May/summer programs)			
Health questionnaire sent to students	<input type="checkbox"/>	Available through the CSA.	CSA (Shanti)
Schedule <i>Health & Safety Orientation with CSA</i> for faculty/staff leaders (1 hour)	<input type="checkbox"/>	Meet with CSA to review <i>Safety & Emergency Guidelines</i> , risk management best practices, and discuss program-specific plans.	Faculty, CSA (Shanti)
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
Forms, waivers, and final payments (October/November for January programs, March/April for May/summer programs)			
Verify signed student & parent waivers	<input type="checkbox"/>	Students receive these through online system (Terra Dotta).	CSA (Shanti)
Verify signed student code of conduct agreement	<input type="checkbox"/>	Students receive these through online system (Terra Dotta).	CSA (Shanti)
Verify receipt of final payments	<input type="checkbox"/>	All payments MUST go through Student Accounts	CSA (Shanti)
Purchase airline travel	<input type="checkbox"/>	Contact CSA for suggested airline travel vendors	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
Risk management (November for January programs, April for May/summer programs)			
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"/>	Review the CSA site regarding international travel insurance , which is provided for all students and faculty/staff during program dates.	Faculty, CSA & Students
Registration of travel plans with State Department	<input type="checkbox"/>	CSA will register all U.S. faculty and students on the State Dept's Smart Traveler site. International students should register with their respective governments if possible. https://step.state.gov/step/	Faculty, CSA & Students
Travel information (December for January programs, April/May for May/summer programs)			
File final travel itinerary with the Center for Study Away	<input type="checkbox"/>	Send final itinerary, including emergency contact info, with CSA staff	Faculty
Gather all on-site documents	<input type="checkbox"/>	CSA will provide faculty with copies of student passports, medical forms, emergency contact info, and insurance.	CSA
Develop a post-program evaluation plan	<input type="checkbox"/>	Upon return, send evaluation to students, provided by CSA	Faculty & CSA