

*The Study Abroad Office, Lehigh University*  
3/27/09

**FACULTY-LED ACTION/RESPONSIBILITY MAP AND TIMELINE**

**COLLEGE/DEPT/FACULTY**

**JOINT**

**OIP/SAO**

<p>18-12 Months from Implementation</p> <p>Initial Department/College Approval</p> <p>Pre-consult with OIP</p> <p>Identify Student Interest</p> <p>Identify Faculty Leader</p> <p>Proposal Development (see OIP/SAO Proposal Guidelines below)</p> <p>Department Approval</p> <p>College Approval</p>	<p>18-12 Months from Implementation</p> <p>Consultation on Program Development</p> <p>Exploration of External and other Funding Sources</p> <p>Budget Development &amp; Approval</p> <p>Site Visit</p>	<p>18-12 Months from Implementation</p> <p>Consult with Program Initiators/Faculty</p>
<p>Entry Point for Existing Program</p>	<p>Entry Point for Existing Program</p>	<p>Entry Point for Existing Program</p>
<p>12- 9 Months from Implementation</p> <p>Selection of Program Provider/Partner/ Onsite Contacts: housing, group meals, field trips, other</p> <p>Coordinate/Negotiate Onsite Programming with Provider/Partner</p>	<p>12- 9 Months from Implementation</p> <p>Study Abroad Fair</p> <p>Organize Info sessions</p> <p>Register Course</p>	<p>12- 9 Months from Implementation</p> <p>Advise on Selection of Program Provider/Partner (usually at site)</p> <p>Risk Management</p> <p>Legal Counsel (contracts)</p>

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<p style="text-align: center; border: 1px solid black; padding: 2px;">9-6 Months from Implementation</p> <p>Identify accompanying faculty or TA/GA</p> <p>Approve all other participating faculty including adjuncts</p> <p>Organize Academic Sessions; Request Classrooms</p> <p>Enrollment Criteria and student selection</p> <p>Establish Itinerary: academic and travel</p>	<p>Establish timeline for marketing, application deadline, cancellation</p> <p>Establish Faculty Salary (per credit, on/off load, etc.) and Faculty-Director fee</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">9-6 Months from Implementation</p> <p>Hire TA/GA and documentation</p> <p>Establish and Maintain Blackboard</p>	<p>Establish per diems</p> <p style="text-align: center; border: 1px solid black; padding: 2px;">9-6 Months from Implementation</p> <p>Marketing: flyers, announcements, mailings, email, Study Abroad Fair, web</p> <p>Currency Planning: Forward Purchases, etc.</p>
<p style="text-align: center; border: 1px solid black; padding: 2px;">6-3 Months from Implementation</p> <p>Academic Session</p>	<p style="text-align: center; border: 1px solid black; padding: 2px;">6-3 Months from Implementation</p>	<p style="text-align: center; border: 1px solid black; padding: 2px;">6-3 Months from Implementation</p> <p>Create, Update, Accept and Organize Applications</p> <p>Documentation: waivers, cost &amp; conditions, health form, other</p> <p>Pay deposits</p>
<p style="text-align: center; border: 1px solid black; padding: 2px;">3-1 Month from Implementation</p> <p>Attend Crisis Planning Session at OIP</p>	<p style="text-align: center; border: 1px solid black; padding: 2px;">3-1 Month from Implementation</p> <p>Compose and Send Parent Letter</p>	<p style="text-align: center; border: 1px solid black; padding: 2px;">3-1 Month from Implementation</p> <p>Student Billing</p>

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<p>Identify communication modes for normal and emergency communications</p> <p>Ensure students apply for visas and passports</p> <p>Academic Session</p>	<p>Determine whether or not a program should run in the red</p> <p>Request Purchase Card; establish/clarify parameters and usage</p> <p>Health Information Form; Distribute and Collect</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><u>Student Action:</u></p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Visas</li> <li>• Travel, Health, Inoculations, etc.</li> </ul> </div>	<p>Tuition Remission Check</p> <p>Namecheck to Dean of Students for Academic, Disciplinary, and Health Issues</p> <p>Send Student Info to 3<sup>rd</sup> Party Providers as needed</p> <p>Follow-up on Web Registration</p> <p>Enter Students into Data Base</p> <p>Collect Student data for Crisis Planning</p> <p>State Dept Registration</p>
<div style="border: 1px solid black; padding: 2px;">Final Month before Implementation</div>	<div style="border: 1px solid black; padding: 2px;">Final Month before Implementation</div>	<div style="border: 1px solid black; padding: 2px;">Final Month before Implementation</div>
<div style="border: 1px solid black; padding: 2px;">During Program</div>	<p>Distribute ISIC and Insurance Cards</p>	<p>Final Namecheck</p>
<p>Manage Logistics and Operations of Programming</p> <p>Make on-site payments</p> <p>First Responder for Incidents and Crises</p>		<p>Request Faculty Stipends</p> <p>Prepare Travel Advance</p> <p>Provide ISIC Cards to Students and Faculty</p> <p>Student Orientation</p> <p>Faculty Crisis Planning Session</p>

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<p style="text-align: center;"><b>Post Programming</b></p> <p>Account for all expenditures at site and submit to OIP</p> <p>Submit grades</p> <p>Determine how much revenue will be returned to program</p>	<p style="text-align: center;"><b>Post Programming</b></p> <p>Distribute and collect students evaluations</p> <p>Program Evaluation/Assessment</p>	<p>Give student information to faculty: copies of passports, emergency contact, other</p> <p>Coordinate Programs with Summer Sessions</p> <p>Advise Provost, VPOIA, Police Chief, and Crisis Advisory Group of Faculty-led groups going abroad</p> <p style="text-align: center;"><b>Post Programming</b></p> <p>Reconcile on-site expenditures and Reimburse faculty</p> <p>Reconcile and Pay Remaining Invoices</p> <p>Reconcile all Budgets</p> <p style="text-align: center;"><b>Ongoing Actions/Responsibilities</b></p> <p>Emergency Planning</p> <p>Act as First Contact and Incident Manager for Emergencies, Crises, Incidents</p>
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**PROPOSAL DEVELOPMENT GUIDELINES**

- Program/Course Name
- Description:
  - Faculty Supervisor
  - Location
  - Length
  - Credit/Non-Credit, # of Credits
  - Number of students
  - other
- Academic Content
- Educational Outcomes
- Description of Director's Duties
- On/Off load or Salary
- Director's Fee
- Preliminary Budget & Program Cost