



Study Abroad Program Development Checklist for Faculty

- ☐ Download the *Short-Term Study Abroad Program Proposal Application* packet found under Faculty/Staff > Program Proposal left menu tab in AbroadOffice
- ☐ Receive pre-proposal approval from the Dean regarding workload and study abroad support before beginning proposal process
- ☐ Review college-wide Student Survey on Study Abroad found under Faculty/Staff > Program Proposal left menu tab in AbroadOffice
- ☐ *Optional* - Create and submit individualized survey to support submission of proposal
- ☐ Complete Primary/Co- Program Leader Information (Part 1-2 of Program Proposal Application)
- ☐ Administer program comparison
 - ☐ Search for and select a CIE approved program provider (obtain a quote from **three** providers and select **one**):
 - ☐ Quote 1 Provider: _____ In-country Cost: \$ _____
 - ☐ Quote 2 Provider: _____ In-country Cost: \$ _____
 - ☐ Quote 3 Provider: _____ In-country Cost: \$ _____
 - ☐ Start the budget planning process (Part 6 of Program Proposal Application)
 - ☐ Finalize the entire anticipated budget with the chosen program provider
 - ☐ Fees included/not included in program
 - ☐ Estimated program expenses *per person*
 - ☐ Description of any program incentives (if applicable)
 - ☐ Attach to the final Program Proposal Application the proposal from the selected program provider which outlines in-country activities, logistics, etc.
 - ☐ Complete CIE itinerary template (Part 4 of Program Proposal Application). Leave “Link to GLOs” blank until Part 5 is complete
- ☐ Marketing/Recruitment
 - ☐ Plan your marketing strategies (Part 7 of Program Proposal Application)
- ☐ Course Material (Part 3 and 5 of Program Proposal Application)
 - It is suggested that applicants review Part 5 of Program Proposal Application before completing Part 3.*
 - ☐ Design assessment methods and learning activities (pre-departure, in-country, and re-entry) (Part 5)
 - ☐ Link to Global Learning Objectives (add cross-cultural component) (Part 5)
Helpful Measurable Learning Outcomes Language available on AbroadOffice
 - ☐ Fill in “Link to GLOs” in Part 4’s Activities
 - ☐ Course Information (Part 3)



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- ☐ Safety & Emergency Preparation (Part 8 of Program Proposal Application)
 - ☐ Research in-country internet and landline telephone service access
 - ☐ Identify Inherent Risks
- ☐ Approvals (Part 9-10 of Program Proposal Application)
 - ☐ Program Leader(s) Initial(s) and Signature(s)
 - ☐ Dean's Signature
 - ☐ Campus President's Signature
- ☐ Review Process Steps and Program Proposal Evaluation Rubric available on AbroadOffice
- ☐ Send completed Program Proposal Application (without signatures), including the proposal from the selected program provider, in a Word document to the Center for International Education by email international@hccfl.edu by the deadline
- ☐ Print paper copy of entire application packet, obtain all required signatures, and send to the Center for International Education by interoffice mail at DSSC 322 before the deadline

IF SELECTED:

- ☐ Submit New Course Proposal or Change(s) to Existing Course Form (if applicable)
- ☐ Submit Request for New Course Fee or Course/Non-Course fee Adjustment Form. This process may take several months. Proceed with the following list while waiting for approval
- ☐ Submit course information to the Dean to publish the study abroad course. Request to cap the section at zero and include under meeting information: "This is a study abroad program course traveling to DESTINATION from DATE to DATE. Prior approval from professor necessary to register."
- ☐ Start marketing your program
- ☐ Identify pre-departure and re-entry orientation/meeting dates
- ☐ Seek additional scholarship funding (optional but recommended)