Faculty-Led International Programs

Faculty & ISS/SA Responsibilities

Faculty Organizers	ISS/SA
Develop syllabus and program itinerary	
Inform ISS/SA of program development	
Develop budget with ISS/SA	Develop budget with Faculty. Set program price
Discuss UW system regulations relating to airfares, hotels, contracts, meals, receipts, US State dept. warnings.	
Obtain bids and contract from provider agencies/organizations (if utilizing) with support from ISS/SA and University Procurement Office	Support bids and contract processes.
Determine participant academic, behavioral and physical requirements for students	
Complete Study Tour Course Approval form. Submit to Dept. Chair, Dean	Approve and distribute Study Tour Course Approval program form
Work with ISS/SA to develop promotional text.	Post program on Terradotta study abroad software
Advertise program	Advertise program, obtain student applications, process applications.
Arrange informational meeting for interested students	
	Health concern - follow up procedures
	Meet with individual students, family members about study abroad process and concerns.
	Determine if program has sufficient numbers to "go"
	Meet with students individually to ensure they understand program obligations and officially accept them into program
Work with Fox Travel to Identify preferable flights	Book flights with Fox Travel
	Charge student program fees
Work with Fox Travel to identify preferable hotels	Book hotels
Identify specific tours (name, dates, numbers)	Book tours (as necessary)
	Conduct study abroad safety orientation
	Health insurance coverage for students/faculty
	Develop emergency plan and roster
Meet with ISS/SA to discuss financial requirements (receipts, responsibilities, concerns).	
Apply for travel authorization, travel advance, Increase Travel card limits.	
While abroad: Report any major travel "incidents" to ISS/SA Office	
Departmental course evaluation	Study Abroad course evaluation
Post program: Verify safe return	
Post program: Organize receipts, TER	TER budget check