

Faculty Led International Program Guide



*Months prior to expected departure date

12-11*
10-9*
8-7*
6-5*
4-3*
2-1*
Post-Program

	STEP 1: Getting Started	STEP 2: Faculty Led Proposal or Exemption	STEP 3: Program Support	STEP 4: Promote your Program	STEP 5: Health and Safety Requirements	STEP 6: Prepare Participants	STEP 7: Ensure Readiness	STEP 8: Special Considerations	STEP 9: Wrap Up Program
12-11*	█	█	█	█	█	█	█	█	█
10-9*	█	█	█	█	█	█	█	█	█
8-7*	█	█	█	█	█	█	█	█	█
6-5*	█	█	█	█	█	█	█	█	█
4-3*	█	█	█	█	█	█	█	█	█
2-1*	█	█	█	█	█	█	█	█	█
Post-Program	█	█	█	█	█	█	█	█	█

- **Read Policy 2710**
- Review [program leader website](#)
- Determine:**
 - Program structure: (embedded or standalone)
 - Course title/number
 - Salary/course load
 - **Designate** a co-leader
- **Create** partnerships with host country organizations or third party providers
- **Review** funding opportunities for [faculty](#) and [students](#)

- Begin to Determine:**
- Program Title
 - Departure/Return Date
 - Course Start Date
 - Application Plan
 - Language
 - GPA
 - Area of study
 - Itinerary
 - Program Description
 - Housing (for Clerly)
 - # participants
 - Program Leader Passport
 - Budget/Costs/ Payment
 - Department Admin
 - Supervisor Approval
 - Resources/Photos
 - Sign Program Leader form

- **Meet** with Sara sagutierrez@unm.edu especially if applying for exemption
- **Co-Create/Edit** Program Website
- Register for [GEO workshops](#)
- **Solidify** vendors
- Continue Proposal
- Connect** with GEO & Department to:
 - **Draft** budget
 - **Create** student payment plan
- Connect** with Department to:
 - **List** course
 - **Draft** syllabus

- **Create** marketing material (flyers, brochures, draft emails)
- **Request** assistance, if needed
- **Post** marketing material
- **Host** Information Sessions/ Class presentations for prospective participants
- **Join** GEO Study Abroad Fairs
- **Direct** participants to register at GEO website

- **Register** for [CSI travel insurance](#) code:UNM
- **Register** travel at [STEP.state.gov](#)
- **Ensure** passport is valid for 6 months after return date
- **Check** visa requirements
- **Complete** Faculty Leader Health and Safety Training
- **Review** Clerly requirements. Make sure housing is detailed & accurate
- **Review** Health & Safety risks in country
- **Create** emergency plan

- **Direct** students to GEO portal to complete materials
- **Manage** Enrollments. If applicable, accept students
- **Set** health and safety expectations
- Keep student information confidential
- **Remind** participants to complete mandatory student health and safety orientation
- **Create** What'sApp group or other way to communicate

- **Purchase** flight
- **Pay** vendors
- **Consider** language training
- **Consider** CPR training
- **Confirm** participant list with GEO
- **Pick up** USB and emergency contact cards from GEO
- **Provide** students emergency contact card and your contact info
- **Contact** bank and cellular provider

- Contact Sara, if you answer yes:**
- Will you be taking dependents?
 - Will you be driving?
 - Will you accept non-UNM participants?
 - Will the program be led by a non-UNM representative?
 - Will you be holding team building opportunities?
- Other considerations?**
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- **Report** incidents
- **Provide** post-program evaluations to students
- **Direct** students to GEO website to complete a post-program survey
- **Consider** what went well and what needs improvement for future programs
- **Make** adjustments to proposal for the future
- **Follow-up** with department

