# Faculty Led International Program Guide

## Getting Started

### STEP 1: Getting Started
- Read Policy 2710
- Review program leader website

### STEP 2: Faculty Led Proposal or Exemption
- Begin to determine:
  - Program Title
  - Departure/Return Date
  - Course Start Date
  - Application Plan
  - Language
  - GPA

- Determine:
  - Program structure: (embedded or standalone)
  - Course title/number
  - Salary/course load

- Designate a co-leader

## Program Support

### STEP 3: Program Support
- Co-Create/Edit Program Website
- Register for GEO workshops

## Promote your Program

### STEP 4: Promote your Program
- Meet with Sara saguitierrez@unm.edu especially if applying for exemption
- Create marketing material (flyers, brochures, draft emails)
- Request assistance, if needed
- Post marketing material

## Health and Safety Requirements

### STEP 5: Health and Safety Requirements
- Register for CISI travel insurance code:UNM
- Register travel at STEP.state.gov
- Ensure passport is valid for 6 months after return date
- Check visa requirements
- Review Clery requirements.

## Prepare Participants

### STEP 6: Prepare Participants
- Direct students to GEO portal to complete materials
- Set health and safety expectations
- Keep student information confidential
- Remind participants to complete mandatory student health and safety orientation

## Ensure Readiness

### STEP 7: Ensure Readiness
- Direct participants to register at GEO website
- Host Information Sessions/ Class presentations for prospective participants
- Join GEO Study Abroad Fairs

## Ensure Readiness

### STEP 8: Ensure Readiness
- Confirm participant list with GEO
- Purchase flight
- Pay vendors
- Consider language training
- Consider CPR training

## Special Considerations

### STEP 8: Special Considerations
- Pick up USB and emergency contact cards from GEO
- Provide students emergency contact card and your contact info
- Contact bank and cellular provider

## Wrap Up

### STEP 9: Wrap Up
- 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

## Post Program

- 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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*Months prior to expected departure date*