

# 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

	 <b>STEP 1:</b> Getting Started	 <b>STEP 2:</b> Faculty Led Proposal or Exemption	 <b>STEP 3:</b> Program Support	 <b>STEP 4:</b> Promote your Program	 <b>STEP 5:</b> Health and Safety Requirements	 <b>STEP 6:</b> Prepare Participants	 <b>STEP 7:</b> Ensure Readiness	 <b>STEP 8:</b> Special Considerations	 <b>STEP 9:</b> Wrap Up Program
12-11*									
10-9*									
8-7*									
6-5*									
4-3*									
2-1*									
Post-Program									
	<ul style="list-style-type: none"> <li>• <b>Read Policy 2710</b></li> <li>• Review <a href="#">program leader website</a></li> </ul> <p><b>Determine:</b></p> <ul style="list-style-type: none"> <li>• Program structure: (embedded or standalone)</li> <li>• Course title/number</li> <li>• Salary/course load</li> <li>• <b>Designate</b> a co-leader</li> </ul> <ul style="list-style-type: none"> <li>• <b>Create</b> partnerships with host country organizations or third party providers</li> <li>• <b>Review</b> funding opportunities for <a href="#">faculty</a> and <a href="#">students</a></li> </ul>	<p><b>Begin to Determine:</b></p> <ul style="list-style-type: none"> <li>• Program Title</li> <li>• Departure/Return Date</li> <li>• Course Start Date</li> <li>• Application Plan</li> <li>• Language</li> <li>• GPA</li> <li>• Area of study</li> <li>• Itinerary</li> <li>• Program Description</li> <li>• Housing (for Clerly)</li> <li>• # participants</li> <li>• Program Leader Passport</li> <li>• Budget/Costs/ Payment</li> <li>• Department Admin</li> <li>• Supervisor Approval</li> <li>• Resources/Photos</li> <li>• Sign Program Leader form</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meet</b> with Sara sagutierrez@unm.edu especially if applying for exemption</li> <li>• <b>Co-Create/Edit</b> Program Website</li> <li>• Register for <a href="#">GEO workshops</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>Solidify</b> vendors</li> <li>• Continue Proposal</li> </ul> <p><b>Connect</b> with GEO &amp; Department to:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b> budget</li> <li>• <b>Create</b> student payment plan</li> </ul> <p><b>Connect</b> with Department to:</p> <ul style="list-style-type: none"> <li>• <b>List</b> course</li> <li>• <b>Draft</b> syllabus</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Create</b> marketing material (flyers, brochures, draft emails)</li> <li>• <b>Request</b> assistance, if needed</li> <li>• <b>Post</b> marketing material</li> </ul> <ul style="list-style-type: none"> <li>• <b>Host</b> Information Sessions/ Class presentations for prospective participants</li> <li>• <b>Join</b> GEO Study Abroad Fairs</li> </ul> <ul style="list-style-type: none"> <li>• <b>Direct</b> participants to register at GEO website</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Register</b> for <a href="#">CSI travel insurance</a> code:UNM</li> <li>• <b>Register</b> travel at <a href="#">STEP.state.gov</a></li> <li>• <b>Ensure</b> passport is valid for 6 months after return date</li> <li>• <b>Check</b> visa requirements</li> </ul> <ul style="list-style-type: none"> <li>• <b>Complete</b> Faculty Leader Health and Safety Training</li> <li>• <b>Review</b> Clerly requirements. Make sure housing is detailed &amp; accurate</li> <li>• <b>Review</b> Health &amp; Safety risks in country</li> <li>• <b>Create</b> emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Direct</b> students to GEO portal to complete materials</li> <li>• <b>Manage</b> Enrollments. If applicable, accept students</li> </ul> <ul style="list-style-type: none"> <li>• <b>Set</b> health and safety expectations</li> <li>• Keep student information confidential</li> <li>• <b>Remind</b> participants to complete mandatory student health and safety orientation</li> </ul> <ul style="list-style-type: none"> <li>• <b>Create</b> What'sApp group or other way to communicate</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Purchase</b> flight</li> <li>• <b>Pay</b> vendors</li> </ul> <ul style="list-style-type: none"> <li>• <b>Consider</b> language training</li> <li>• <b>Consider</b> CPR training</li> </ul> <ul style="list-style-type: none"> <li>• <b>Confirm</b> participant list with GEO</li> </ul> <ul style="list-style-type: none"> <li>• <b>Pick up</b> USB and emergency contact cards from GEO</li> <li>• <b>Provide</b> students emergency contact card and your contact info</li> <li>• <b>Contact</b> bank and cellular provider</li> </ul>	<p><b>Contact Annette,</b> if you answer yes:</p> <ul style="list-style-type: none"> <li>• Will you be taking dependents?</li> <li>• Will you be driving?</li> <li>• Will you accept non-UNM participants?</li> <li>• Will the program be led by a non-UNM representative?</li> <li>• Will you be holding team building opportunities?</li> </ul> <p><b>Other considerations?</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Report</b> incidents</li> <li>• <b>Provide</b> post-program evaluations to students</li> <li>• <b>Direct</b> students to GEO website to complete a post-program survey</li> </ul> <ul style="list-style-type: none"> <li>• <b>Consider</b> what went well and what needs improvement for future programs</li> </ul> <ul style="list-style-type: none"> <li>• <b>Make</b> adjustments to proposal for the future</li> </ul> <ul style="list-style-type: none"> <li>• <b>Follow-up</b> with department</li> </ul>

