

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									
	<ul style="list-style-type: none"> • Read Policy 2710 • Review program leader website <p>Determine:</p> <ul style="list-style-type: none"> • Program structure: (embedded or standalone) • Course title/number • Salary/course load • Designate a co-leader <ul style="list-style-type: none"> • Create partnerships with host country organizations or third party providers • Review funding opportunities for faculty and students 	<p>Begin to Determine:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Meet with Annette amares2@unm.edu especially if applying for exemption • Co-Create/Edit Program Website • Register for GEO workshops <ul style="list-style-type: none"> • Solidify vendors • Continue Proposal <p>Connect with GEO & Department to:</p> <ul style="list-style-type: none"> • Draft budget • Create student payment plan <p>Connect with Department to:</p> <ul style="list-style-type: none"> • List course • Draft syllabus 	<ul style="list-style-type: none"> • Create marketing material (flyers, brochures, draft emails) • Request assistance, if needed • Post marketing material <ul style="list-style-type: none"> • Host Information Sessions/ Class presentations for prospective participants • Join GEO Study Abroad Fairs <ul style="list-style-type: none"> • Direct participants to register at GEO website 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Direct students to GEO portal to complete materials • Manage Enrollments. If applicable, accept students <ul style="list-style-type: none"> • Set health and safety expectations • Keep student information confidential • Remind participants to complete mandatory student health and safety orientation <ul style="list-style-type: none"> • Create What'sApp group or other way to communicate 	<ul style="list-style-type: none"> • Purchase flight • Pay vendors <ul style="list-style-type: none"> • Consider language training • Consider CPR training <ul style="list-style-type: none"> • Confirm participant list with GEO <ul style="list-style-type: none"> • Pick up USB and emergency contact cards from GEO • Provide students emergency contact card and your contact info • Contact bank and cellular provider 	<p>Contact Annette, if you answer yes:</p> <ul style="list-style-type: none"> • 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? <p>Other considerations?</p> <ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • Report incidents • Provide post-program evaluations to students • Direct students to GEO website to complete a post-program survey <ul style="list-style-type: none"> • Consider what went well and what needs improvement for future programs <ul style="list-style-type: none"> • Make adjustments to proposal for the future <ul style="list-style-type: none"> • Follow-up with department

