Faculty Process and Forms

☐ Submit the Parkland Study Abroad/Study Tour Application with a brief description of the location, courses/credit to be awarded, length, objectives, method of evaluation and goal date to Cindy Wilson in A113. (Form A)
☐ Begin working with the Study Abroad coordinators, Don Bergfield, and Martha Bowser-Kiener to address logistics, costs, liability forms, etc.
☐ Complete a budget sheet estimate and submit to the dean of academic services. (Form B)
☐ Be flexible.

Approval Process

The approval process requires:
☐ Completed application
☐ Completed budget template (available from Dean of Academic Services Office)
☐ Department chair support
☐ Plans for orientation/decisions deadlines, etc.
☐ A sample syllabus indicating that the learning objectives and outcomes are comparable to the same course taught in a traditional format (if applicable-necessary for ICCB approval.)
☐ The International Education Council will prioritize requests for upcoming semesters on a regular basis. Criteria include: geographical diversity, cost, length of program, proposal quality, date of offer.
  ▪ September prioritization for summer of the following year
  ▪ January prioritization for fall of the same year
  ▪ May prioritization for spring of the following year
☐ Courses that are offered outside the approval process may not receive the same level of attention but will still need to meet minimum numbers and the cancellation schedule.

Marketing and Enrollment

☐ Work with Hilary and your department chair to get posters and fliers prepared.
☐ Provide students with the Parkland Student Checklist and Forms

Study Abroad Offering Process

<table>
<thead>
<tr>
<th>Months</th>
<th>-12</th>
<th>-10</th>
<th>-8</th>
<th>-6</th>
<th>-5</th>
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<tbody>
<tr>
<td>IEC</td>
<td>Approve</td>
<td>Coordinate overall SA portfolio, geographical balance, future prospects, outcomes and goals.</td>
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<tr>
<td>Tod's Office</td>
<td>Budget and Plan</td>
<td>Raise Money</td>
<td>Pay Vendors/Plane Tix</td>
<td>Final Details</td>
<td>Evaluation/ WrapUp</td>
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<tr>
<td>SA Coord</td>
<td>Budget and Plan</td>
<td>Advertise</td>
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<tr>
<td>Instructor</td>
<td>Propose</td>
<td>Budget and Plan</td>
<td>Advertise</td>
<td>Raise Money</td>
<td>Pay Vendors/Plane Tix</td>
<td>Ensure shots, forms, etc.</td>
<td>Final Details</td>
<td>Study Abroad Trip</td>
<td>Evaluation/ WrapUp</td>
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<tr>
<td>Students</td>
<td>Apply : apps/FAFSA/FACTS</td>
<td>Complete Visa/Medical</td>
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Updated January 12, 2007
Tod Treat, Dean of Academic Services
**Parkland Study Abroad/Study Tour Application**

Form A: Submit to A113 to initiate International Education Council Review

<table>
<thead>
<tr>
<th>Program Location</th>
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<table>
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<tr>
<th>Program Dates:</th>
<th>Course Dates</th>
<th>Travel Dates</th>
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</table>

Associated Academic Courses (if any) and Credit Hours

Trip Organizers

Work Phone ext.

Department Chair or Supervisor Support (for Load and Management purposes): Signatures Here

Support Documents Checklist

- Attach budget worksheet
- Complete deadline review
- Sample syllabus indicating that learning objectives and outcomes are comparable to the same course in a traditional format (if applicable).

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_For office completion only:_

Date Received _______ Date Reviewed _______ Approval _______

Cancellation Decision (Go/ No go/ Prorata/ Other _______) Date _______

Final Review Signature ___________________________ Date _______

**Updated January 12, 2007**
_Tod Treat, Dean of Academic Services_
Study Abroad Process

1. Student submits application and deposit.
2. Tod registers students and enters travel fees.
3. Transfers spreadsheet to Diane Kessinger for entering on screen 405.

1. Students register for FACTS.
2. Students keep up to date on payment.

Study Abroad Learning Communities
(In House)

Invoices go to sources

Study Abroad (CCID)

1. Student pays his/her portion
2. Institutional (4x$750 per Troika)
3. Foundation Supplements

Study Abroad (ICISP)

Students pay host school directly/
Parkland hosts Dijon

1. Martha sets amount.
2. Tod adds Travel Code to Mainframe
3. Students pay in full or through FACTS.