

HUMBOLDT STATE UNIVERSITY

Center for International Programs • College of Extended Education and Global Engagement

Faculty-Led Study Abroad Program Proposal Checklist

Program name: _____

Program director name: _____

Program location: _____ Dates: _____

Check	To Do	Contact	Notes
Recommended deadline: March 31 (1-year prior to summer departure)			
<input type="checkbox"/>	Attended faculty workshop in spring semester		
<input type="checkbox"/>	IPRC committee review of proposal	CIP Admin	To schedule
<input type="checkbox"/>	Program Package Documents submitted: <ul style="list-style-type: none"> • FSAP document (proposal) with all required materials • Draft International Academic Service Agreement • Draft Travel Authorization(s) • Notice of insurance certificate requirements • Draft Emergency Management Plan • Volunteer form (if needed) • Payment Request form (if needed) • Special Consultant Form (if needed) 		
<input type="checkbox"/>	Meeting with CEEGE budget office	Carl Hansen	
<input type="checkbox"/>	Meeting with CIP Education Abroad Coordinator	Emily Kirsch	
Recommended deadline: October 1			
<input type="checkbox"/>	Contractual agreements developed and signed	All parties	Routed by CIP
<input type="checkbox"/>	Promotional material for the website sent to CIP	CIP Program Coordinator	
<input type="checkbox"/>	Website up to date – students can read about program & submit applications	CIP Program Coordinator	
<input type="checkbox"/>	Post flyers and hold informational meetings	Academic Program Director	Please inform CIP Program Coordinator of informational meeting dates
Deadline: January 31			
<input type="checkbox"/>	Develop final budget**	CEEGE Budget Office	Budget template on website hansen@humboldt.edu x5877
<input type="checkbox"/>	Develop final itinerary & teaching schedule	Academic Program Director	
<input type="checkbox"/>	Finalize itinerary and teaching schedule on website **	CIP Program Coordinator	Template on the website
<input type="checkbox"/>	Brochures sent to CIP before IEW (held in Feb.)**	Academic Program Director	Template on the website
<input type="checkbox"/>	Make final decisions on program staffing	CEEGE Dean	hansen@humboldt.edu x5877
<input type="checkbox"/>	Confirm all dates	CIP Program Coordinator & CEEGE Dean	
<input type="checkbox"/>	Complete Site Assessment documents for programs with internships or Service Learning**	CIP Program Coordinator	Document on the website
<input type="checkbox"/>	Obtain Certificates of Insurance from transportation providers for any non-public transportation used by the program and submit to CIP Program Coordinator & Risk Management	Academic Program Director	Must be provided before the start of the program.
<input type="checkbox"/>	Confirm Emergency Management Plan – develop procedures – evacuation, phone tree, on-site orientation and submit to CIP Program Coordinator and Risk Management	Academic Program Director	On 'Faculty' page www.humboldt.edu/goabroad

Check	To Do	Contact	Notes
Deadline: At least a month before departure			
<input type="checkbox"/>	Complete Travel Authorizations, insurance requirements, participant forms & submit to CIP Program Coordinator for routing	Academic Program Director	
<input type="checkbox"/>	Submit completed Travel Authorizations, Insurance forms, Emergency Management plan, participant forms to Risk Management & CEEGE	CIP Program Coordinator	Route according to requirements for each
<input type="checkbox"/>	Schedule Pre-Departure orientation	CIP Program Coordinator & Program Director	Document on student file

** Use template/document provided online at www.humboldt.edu/goabroad. Click on the 'Faculty' link.