<table>
<thead>
<tr>
<th>Timeline</th>
<th>Faculty/Co-Director</th>
<th>Study Abroad Advisors</th>
<th>Travel Service Provider</th>
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</table>
| Proposal (1/21 – 2/21) | • Complete Faculty-Directed Program Proposal Form.  
• Draft syllabus.  
• Obtain department & dean approval signatures by February 21 deadline. | • Launch Faculty-Directed Program Proposal Form via email to Department Chairs.  
• Provide support and information on student trends, locations, travel service providers and best study abroad practices.  
• Overview and ICSA services available to faculty.  
• Confirm Request for Proposal (RFP) process with UND Procurement & Payment Services |                                                                                          |
| Program Development 1.0 (2/21-4/1) | • Provide feedback on provider proposals  
• Review proposed budget  
• Finalize syllabus/learning outcomes | • Review and select proposals, obtain additional information to clarify planning  
• Submit proposal to travel service provider as part of the RFP process  
• Share RFPs with faculty directors  
• Advise on and finalize budget and propose student program fee  
• Send revised proposals/budgets to providers based on faculty feedback | • Create draft itinerary including budget  
• Outline customized services, e.g. facility reservations (classrooms), speakers, accommodations, on-site translation, site visits, ground transportation, emergency support protocols, insurance  
• Answer questions on recommended inclusions and options for program.  
• Reserve flights for spring break programs. |
| Program Development 2.0 (4/1-5/1) | • Design syllabus/learning outcomes  
• Request marketing materials from provider  
• Recruit students for program (department notes to majors/minors, advising, classroom visits, newsletter)  
• Outline any additional application questions and submit to ISCA  
• Edit program page | • Complete RFP process with finalized proposal  
• Submit fee request to UND fee review committee  
• Submit final contract to General Counsel.  
• Obtain appropriate signatures for provider contracts  
• Create customized program page for online portal, ViaTRM  
• Advise on effective recruitment strategies  
• Create and finalize student applications on ViaTRM | • Send final budget and itinerary  
• Send contract to UND for final review  
• Creates marketing materials |
### Faculty-Directed Study Abroad Timeline & Support from International Center Study Abroad • 2021 Programs

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<tbody>
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<td>• Attend and market to students at Study Abroad Fair and in classrooms</td>
<td>• Coordinate course section and enrollment, including sending course information to Registrar</td>
<td>• Attend program on-site</td>
<td>• Send Pre- and Post-Program Assessment student responses to ICSA</td>
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<tr>
<td>• Recruit students</td>
<td>• Accept students</td>
<td>• Facilitate academics</td>
<td>• Review program experience and assessment responses with ICSA</td>
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<tr>
<td>• Review student applications</td>
<td>• Teach course</td>
<td>• Conduct and collect Pre-Program Assessment student responses</td>
<td>• Submit grades</td>
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<td></td>
<td>• Conduct and collect Pre-Program Assessment student responses</td>
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<td>• Highly recommended: Host a student debrief event after study abroad experience</td>
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<td>• Available during UND business hours for questions and 24/7 for emergency response</td>
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<td>• Reconcile any remaining bills</td>
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<td>• Provide tour manager</td>
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<td>• Re-entry programming open to all faculty-directed participants</td>
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<td>• On-site risk management</td>
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