

Faculty-Led Programs Checklist and Timeline

Faculty and staff are encouraged to adhere to the following checklist in order. At **any time** during the process, should questions arise or guidance be needed, please contact the Faculty-Led Study Abroad and Safety Abroad (FLSA & SA) Coordinator, Eunice Isidro at eisidro@uwo.ca or ext. 86075.

Legend:

Program Development	Finance	Recruitment and Promotion	Application and Selection
Pre-Departure	Safety Planning and Mitigation	Course Logistics	Program Evaluation

Category	Task	Suggested Timeframe	To be actioned by
Program Development	Determine activities and curriculum for program, including plans to incorporate Collaborative Online International Learning (COIL) as a back up.	January – April	Faculty Member with assistance from Centre for Teaching and Learning (CTL) and Instructional Teaching Resource Centre (ITRC)
Safety Planning and Mitigation	Send proposed itinerary to FLSA & SA Coordinator for safety advice from International SOS (ISOS).	January – April	Faculty Member
Finance	Finalize proposed budget, and determine range of program fees based on the number of participants. Reach out to vendors, third party providers, host institutions and organizations for quotes. Quotes from some third party providers can be obtained from Western International contacts. Contact Western International for more information.	January – April	Faculty Member
Recruitment and Promotion	Establish a recruitment and promotion strategy and associated tasks.	January – April	Faculty Member with assistance from faculty communications officer

Program Development	Contact FLSA & SA Coordinator to set up consultation of ICF Application (if applicable).	January – April	Faculty Member
Program Development	Make any suggested changes to ICF Application	January – April	Faculty Member
Program Development	Submit ICF Application (if applicable).	April	Faculty Member
Program Development	Confirm ICF Application Outcome (if applicable).	June	FLSA & SA Coordinator
Recruitment and Promotion	Coordinate creation of promotional materials, as per established recruitment and promotion strategy, including but not limited to: posters (physical and digital), digital media (banners, graphics, logos, etc), social media posts, template email messages, postcards, etc.	September	Faculty Member with assistance from faculty communications officer
Recruitment and Promotion	Request program and application questions template from FLSA & SA Coordinator in order to create program page and online application in Atlas.	August	Faculty Member
Application and Selection	Create selection process. Assess if interviews are needed, determine application questions and participation criteria.	August	Faculty Member FLSA & SA Coordinator
Application and Selection	Create, then finalise program page and online application in Atlas. Determine payment installments so this is reflected on the Atlas program page.	August	FLSA & SA Coordinator Faculty Member
Application and Selection	Determine dates to open and close online application.	August	Faculty Member FLSA & SA Coordinator
Application and Selection	Create interview questions (if applicable).	August	Faculty Member FLSA & SA Coordinator
Finance	Reach out to preferred vendors and third party	September	Faculty Member

	providers to confirm quoted prices. Obtain relevant payment details and finalise service agreements and expectations. See Western International for templates or advice.		
Recruitment and Promotion	Participation in promotional events: information sessions, fairs, other events in academic calendar.	September – December	Faculty Member FLSA & SA Coordinator Western International
Recruitment and Promotion	Student Advising on appropriate fit for the program. Discuss academic integration, application processes and financial planning.	September – Application Deadline	Faculty Member Western International
Application and Selection	Collect and compile applications by application deadline.	Application Deadline	FLSA & SA Coordinator
Application and Selection	Conduct Interviews (optional).	After Application Deadline	Faculty Member
Application and Selection	Review applications, interview results (optional) and select participants.	After Application Deadline	Faculty member
Application and Selection	Notify accepted and rejected students through Atlas.	After Application Deadline	FLSA & SA Coordinator
Finance	Notify students of International Learning Award, Global Opportunities Award and other funding opportunities.	November – February (deadlines Nov 15; Feb 15)	FLSA & SA Coordinator
Pre-Departure	Establish program-specific pre-departure plan. Identify what students need to know, experience, consider prior to departure.	November - December	Faculty Member
Finance	Monitor student payments of program fees.	December – March	Faculty Member with assistance from department finance contact person
Course Logistics	Ensure students are registered in course.	December	Department
Finance	Collect invoices from vendors and service providers.	January – February	Faculty Member

Pre-Departure	Coordinate a pre-departure session with group.	January – March	Faculty Member
Finance	Book Faculty Member’s flight; collect receipts for reimbursement. Communicate flight information to students, as applicable.	January – March	Faculty Member
Finance	Book any outstanding in-country services (i.e. accommodation, transportation, group meals, etc).	January – April	Faculty Member
Finance	Payments to vendors and service providers.	January – April	Faculty Member/Department with assistance from department finance contact person
Pre-Departure	Notify students of mandatory online pre-departure modules and Western’s International Travel Registry requirements to be completed prior to departure.	January – April	Faculty Member
Safety Planning and Mitigation	Ensure students have completed the Travel Registry by checking the student Atlas applications and consulting with the FLSA & SA Coordinator within two weeks of departure.	March – April	Faculty Member FLSA & SA Coordinator
Finance	Arrange for travel advances for the Faculty Member.	10 days prior to departure	Faculty Member
Safety Planning and Mitigation	Provide on-site orientation to students (in partnership with host partner, as applicable).	Within 24 hours of arrival	Faculty Member
Safety Planning and Mitigation	Contact ISOS when in need of assistance or in case of an incident (does not need to be an emergency).	Immediately after incident	Faculty Member
Safety Planning and Mitigation	Notify FLSA & SA Coordinator of any incidents that occur.	Within 24 hours of incident	Faculty Member

Program Evaluation	Send students evaluations, encourage completion and analyze and summarize results.	Following immediate return	FLSA & SA Coordinator
Program Evaluation	Program Debrief.	Within 1 week of end of program	FLSA & SA Coordinator Faculty Member
Finance	Submit expense report.	Within 30 days of end of program	Faculty Member
Finance	Reconcile budget.	Within 4-6 weeks of end of program	Faculty Member
Program Evaluation	Create program evaluation.	May – June	FLSA & SA Coordinator