

WSU Short-term Faculty-led programs

Develop a Plan for creating new programs/travel seminars

Timeline: Consider initial planning about 1 ½ to 2 years in advance of when you would like the program to launch. Ideally, we like to have all details ready including website and flyers about 1 year prior to the actual travel dates. Set up an appointment with Ann Burger in the Office of International Education to begin the initial stages of planning and check feasibility for your program. At this initial appointment, we can go over all of the additional items listed below and help with many of those areas. ***Get approval from your department/college and Office of International Education before moving forward with your program development.***

1-Course connected to the program: Use an existing or create a new course (department approval)—if possible, have a course that could reach the largest number of students within your college and/or across the university. Ideally, create a course that is required for at least certain majors or general education course so financial aid can apply. (If not, consider options for 1 and 3 credit hour courses so students can choose.)

If possible, offer the course at both undergraduate and graduate level.

2-Location: Consider location and consult with Office of International Education (Study Abroad staff) in order to ensure there are no current travel restrictions issued by U.S. Department of State or CDC (no level 3 or 4 travel advisory on the country). The location can also be an important factor related to costs as well as if the destination(s) would be appealing to our students.

3-Costs: Create an initial budget for your program. Keep in mind that you may need to add faculty costs (such as airfare, lodging, etc.) into that budget, which students would ultimately cover unless your department can cover costs of faculty who will go with the students. You may also want to consider a third party provider to handle arrangements; however that can often times add a lot more costs on the students.

4-Create a tentative itinerary: Put together a tentative itinerary that outlines day by day with activities for your program and if any down time will be included.

5-Logistics: Include details on your mode of transportation in-country and/or between countries. Also, outline details for accommodations (hotel, hostel, etc.) Will you have an in-country contact or travel agent to work with? How will you arrange individual activities, visits, etc.?

6-Promoting your program: Develop a marketing plan in order to promote your program. Involve faculty and staff from within your department and/or college. It is very important that the program is promoted as much as possible in order to ensure you have a minimum number of students. We also want to ensure that we do not have too many similar programs in the same year so coordinate with Office of International Education (study abroad area).

Ideas: Speak in classes, send emails, put up flyers/posters, give out handouts, Facebook and other social media. Also have information sent out through Shockerblast, TV monitors across campus, share with Office of International Education (Study Abroad staff), set up informational sessions and/or tables in the RSC.