

Putting Together the Puzzle Pieces of Faculty Led Programming

Mike Tyson, Wake Forest University

Anne Cutis, IES Abroad

WISE Conference | February 4, 2016





Introductions

- ▶ Mike Tyson – Assistant Director of Study Abroad: Summer and Short Term programs Wake Forest University
 - ▶ Manages over 20 summer WFU programs from design to departure
 - ▶ 6 years in this position
 - ▶ Has co-led 10 day student service trips to Jamaica and Russia.
 - ▶ Loves his dog, bees, music, beer, travel
- ▶ Anne Curtis – Clients Relations Manager, Customized Programs, IES Abroad
 - ▶ Provider liaison between U.S. faculty and IES Abroad Centers for short and long-term programming
 - ▶ 3 years with faculty-led programming, 12 years in study abroad
 - ▶ Worked on-site in Prague with U.S. students studying there
 - ▶ Fan of city-living, travel, and summer days

The Short Term Program Lifecycle



Program Design



Design

- Discipline – (what are your areas of interest internationally, overall theme)
- Location – (how does subject tie in, personal familiarity, other similar programs)
- Student appeal (what is your pool, interdisciplinary)
- Budget estimates (have you considered all expenses, price range, scholarships)
- Logistics (who's handling them, length - more time more \$, speakers, site visits)
- Provider support (initial conversations, addendum, costs, coverage)

Program Approval



Approval

- Support (Departmental, Study Abroad Office)
- Criteria for Approval (petition, application, approving board/committee)
- Complete and submit application with required materials (draft syllabus, working itinerary, cost estimate)
- Deadlines (approving committee, curriculum, study abroad, marketing)



Program and Faculty Preparation



Program
and faculty
preparation

- Go over relevant deadlines (applications, deposit, final enrollment, own personal)
- Application software training
- Proposal review (ensure all program components are included, aligns syllabus)
- Big-picture discussion on health/safety, logistics, program management

Marketing and Recruitment

Marketing
and
Recruitment

- Program website
- Identify pool of students
- Flyer, info sessions, targeted emails, study abroad fairs
- Provider resources (Marketing Toolkit)
- Utilize past participants (if applicable)
- Colleagues from other institutions



Selection and Enrollment

Selection
and
Enrollment

- Acceptances (criteria for, interviews, who does it, deadlines)
- Deposits (purpose of, Intent form)
- Registration (are all students taking same course(s), who does it, assigning program fees)
- Provider enrollment and registration



Pre-departure



Pre-
departure


- Pre-departure meetings, pre-class prep (faculty)
- Pre-departure orientation (study abroad)
- Faculty training/safety meeting
- Paying for expenses (credit card, cash advance, invoice, reimbursement)
- Faculty introduction to on-site staff
- Provider forms and requirements
- Itinerary/flight confirmation (faculty and students)



Program Launch



Program
Launch

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- Confirm arrival of students
 - On-going communication with provider and home school
 - Onsite orientation (faculty and on-site staff)
 - Identify local and emergency numbers
 - Meetings with local support (confirm itinerary)

Return

Return

- Student evaluations (course, program)
- Debrief (Study Abroad, report, provider)
- Return events





Timeline

- Design – 18 to 12 months before start
- Approval – 18 to 12 months
- Program and Faculty Preparation – 12 to 6 months
- Marketing and Recruitment -- 8 to 2 months
- Selection and Enrollment – 6 to 1 month
- Pre-departure – 1 month
- Program Launch – um, you're in it
- Return – 1 to 2 months after return

Questions

Mike Tyson –
tysonmj@wfu.edu

Anne Curtis –
acurtis@iesabroad.org

