Putting Together the Puzzle Pieces of Faculty Led Programming

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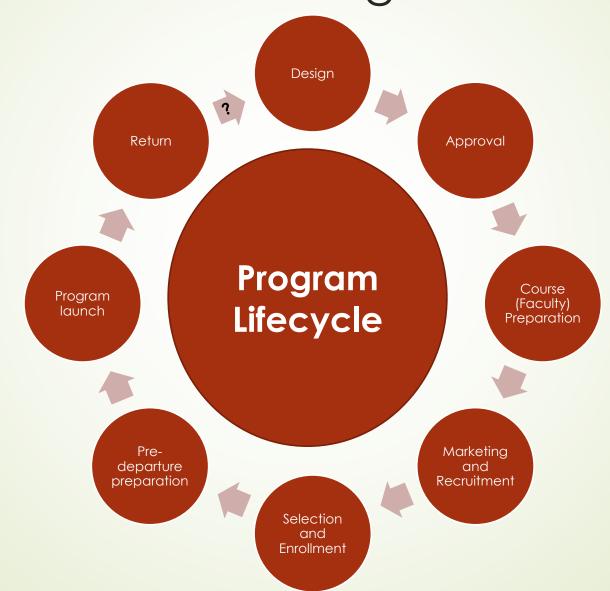
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Introductions

- 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 longterm 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



- 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



- 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



- 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



- 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



- 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 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



- 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



- 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

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