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

- Design
- Approval
- Course (Faculty) Preparation
- Marketing and Recruitment
- Selection and Enrollment
- Pre-departure preparation
- Program launch
- Return
- Pre-departure preparation
- Program launch
- Return
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

PROGRAM NAME: [Blank]
Date: [Blank] - [Blank] 2015
Deadline: [Blank], [Blank], 2014
www.website.com
Contact: Sam Smith, 312.123.4567
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus massa lorem, sollicitudin in congue id, sollicitudin at orci. Integer in metus gravida, rhoncus nulla nec, consectetur nunc. Lorem ipsum dolor sit amet, consectetur...
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

Mike Tyson – tysonmj@wfu.edu

Anne Curtis – acurtis@iesabroad.org