WKU Faculty-Led Program Leader Development Timeline

18-16 Months Pre-Departure

- ➢ Review faculty-led program manual
- ➢ Discuss program idea with your department/college & GLIA
- ➢ Start your proposal

15-12 Months Pre-Departure

- ➢ Identify additional program leadership
- ➢ Develop Course Syllabi & Tentative Itinerary
- ➢ Begin reaching out to potential providers
- ➢ Finish & Submit Program Proposal
- ➢ If conducting a site visit, this is appropriate time

11-8 Months Pre-Departure

- ➢ Proposal reviewed by GLIA, Department, and College
- ➢ Select on-site program provider
- ➢ Program budget developed and approved
- ➢ Marketing materials created and application activated
- ➢ Active recruitment begins

7-5 Months Pre-Departure

- ➢ Active recruitment of program
- ➢ Review applications
- ➢ Detailed itinerary should be finalized
- ➢ Program logistical arrangements on-going

6-3 Months Pre-Departure

- ➢ Active recruitment of program
- ➢ Review applications
- ➢ Apply for passports and/or visas as needed
- ➢ Apply for program pcard
- ➢ Program deposit deadline & withdrawal penalties apply
- ➢ Student billing begins
- ➢ Program logistics finalized
- ➢ Submit remaining Emergency Action Plan materials to GLIA

2-1 Months Pre-Departure

- ➢ GLIA registers students in course(s)
- ➢ Ensure all participants have submitted pre-departure application materials, including leaders
- ➢ Hold program specific pre-departure meetings with students
- ➢ Receive CISI insurance information
- ➢ Final meeting with GLIA program coordinator
- ➢ Receive program binder (Redbook)
- ➢ Pick-up cash advance funds

Post-Program

- ➢ Finish course assessments and submit final grades
- ➢ Return program pcard & all on-site receipts within 10 days of return
- ➢ Sign group voucher and return any unused funds