



CALDWELL

UNIVERSITY™

Faculty-led Study Abroad Trip Protocol

ROLE OF THE FACULTY/STAFF:

1. Provide Information about trip a year to a year and a half in advanced by submitting a trip proposal form to the advisement department. Faculty may take time to contact travel agency and/or affiliates. (Please follow timeline listed)
2. Faculty will also provide information about estimated cost of trip per person and work with agency to arrange trip expenses.
3. Work with Study Abroad advisor and Director of Advisement to discuss trip budget.
4. Provide information session(s) to students to discuss trip destination and details. The information session(s) is coordinated by the faculty who will join students on the trip. *All promoting efforts of trip will be marketed by faculty and advisor.
5. Faculty must provide detailed itinerary of trip activities.
6. After receiving student deposited spreadsheet from study abroad advisor, faculty will pay agency and arrange for travel tickets and excursions/activities.
7. Faculty will work with Study Abroad advisor to conduct orientation prior to trip.
8. Faculty must submit information form prior to leaving on trip and submit to Director of Advisement/Study Abroad Advisor.
9. Faculty must abide by Emergency Protocol when overseas.

ROLE OF STUDY ABROAD ADVISOR:

1. Meet with Faculty/Staff after proposal is given to discuss course requirements, trip timeline, application and deposit deadlines, and budget.
2. Attend information session and discuss trip application, deadlines, and deposit with students.
3. Receive student applications and meet with interested students.
4. Assist students during registration of study abroad course(s).
5. Collect and monitor student applications and requirement documents: GPA, Passport copies, recommendation letters, immunizations records, conduct, etc.
6. Collect students' non-refundable deposit for trip and create spreadsheet that will be sent to faculty/staff.
7. Maintain an electronic binder and copies of all student applications and required documents.
8. Conduct study abroad orientation with faculty/staff to all students eligible for trip.
9. Collect faculty information forms and keep in touch with faculty when overseas (in the event of an emergency).