

## Global Short-Term Faculty Led Programs Checklist

### Due Date: 10 months out

- Complete a Global Program Proposal Form, including cost summary/budget form, available from the Global Education Office (GEO).  
If it is a new course, you must get approval from the office of the Provost using the Experimental Course Proposal Form.  
If the trip occurs over summer or winterim, contact Gail Carr (continuing education).  
If is including graduate students (for credit), Contact Angela Adams.  
Contact Ann Thurston if the trip occurs during the fall or spring semesters.
- Meet with GEO to discuss the course proposal, trip details, the risk management and contract(s).

### Due Date: 8 months out

- Arrange a detailed contract and budget specifying all services, accommodations, meals, excursions, transportation (ground and air) to be reviewed by GEO and Heather Huckins. If using a third party provider or private transportation, obtain certificates of liability for all relevant parties involved.
- Once the contract is signed, begin to advertise for the trip. Please submit all text and pictures to GEO in order to benefit from GEO's graphic design intern. All advertising must be approved by GEO. Your department will assume the cost for printing flyers/posters. Contact Gail Carr if you want to advertise on their website.
- Distribute the cost sheet and the GEO application to all interested students.
- Advise students to submit applications and deposits to Student Accounts Services. If students need financial aid, they should be advised to review the cost sheet with the financial aid team.
- GEO will review the applications and submit the names to the judicial office for clearance. If an international student applies, GEO will inform the student of any necessary visa requirements.
- Direct accepted students to the following GEO website link to complete, sign and submit required documents to you at least one month prior to trip departure.  
[http://www.plymouth.edu/career/pre\\_departure/short\\_term.html](http://www.plymouth.edu/career/pre_departure/short_term.html)
  1. Release and Waiver of Liability
  2. Basic Data and Emergency information
  3. Release of Medical Records
  4. Self Report on Health
  5. Medical Evaluation
  6. Copy of a Passport and US Visa if an international student
  7. Signed Agreement of International Requirements (confirmation of having read the Pre-Departure Guide and reviewed the State Department and CDC websites).
  8. CISI Insurance (\$38)
- Review and sign-off on Risk Management Plan with GEO.

### Due Date: 6 months out

- Designate a back-up leader to step into leadership in case of an emergency and a host liaison to assist in leadership during the transition.
- Set up pre-departure orientation and post-trip debriefing meeting(s) to go over safety, cultural issues, course requirements and re-entry strategies with GEO.
- Meet with Diana Paquette for p-card training.

### Due Date: 1 month out

- Collect all pre-departure paperwork from students/participants.

**Due Date: 3 weeks out**

- Have the students register at the state department's website:  
<https://travelregistration.state.gov/ibrs/ui/>
- Arrange to pick up a flash drive with student emergency related information/copies of passports and CISI insurance cards for participants.
- Provide participants with an emergency contact card prepared by GEO and includes on-site medical and U.S. Embassy emergency contact numbers, your (as the faculty leader) cell phone, PSU emergency contact numbers and, if applicable, contact information for the host institution liaison.

**Upon Arrival:**

- Contact GEO.

**Due Date: Post Trip**

- Submit (hand deliver) Pcard receipts and Travel Expense Voucher to GEO within 2 weeks of return.
- Meet with GEO to review trip and return emergency information materials.
- Complete faculty leader evaluation