

# New Program Timeline

Program Term		Action Item
Summer Term	Winter Term	

Conceptualization (18 months)		
November	June	Initial planning meeting

Approval (15 months)		
January	August	Proposal development
February	September	Pre-proposal review
March 1	October 1	Submit Proposal to Study Away Coordinator
March	October	<i>Study Away Coordinator prepares preliminary budget</i>
April	November	<i>OFFICE OF STUDY AWAY approves Approved programs are launched by Study Away Coordinator Students begin applying to Study Away programs</i>

Recruitment (12 months)		
May	January	Sign Study Away Agreement
May – February	December – October	Program Recruitment
June – March	December – November	Endorse/Reject Student Applications
October	May	Review budget and roster

Pre-Departure (6 months)		
January	August	Prepare recruitment material and event
February 1	October 1	<i>Student priority registration and \$250 deposit deadline</i>
March	October	Complete Pre-Travel Forms
April	November	Request Pro Card, Travel Advance, Complete Emergency Action Plan (EAP) Conduct Program Orientation Pre-departure class sessions

On-Site		
May – August	December – January	Programs active

Post-Program		
June – September	January – February	Post-program meeting

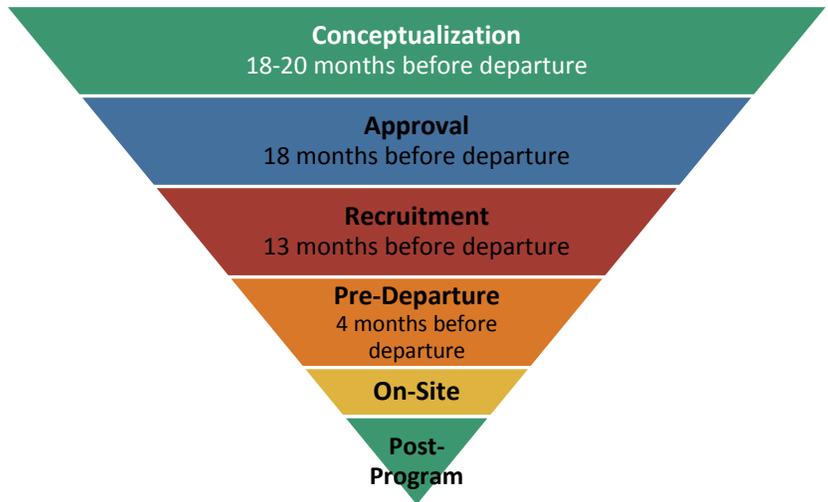
<p><b>KEY</b></p> <ul style="list-style-type: none"> <li>• <b>Important Milestone for Study Away Program Leader(s)</b></li> <li>• Additional Steps for Study Away Program Leader(s)</li> <li>• <i>Steps taken by other departments or officials</i></li> </ul>
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## Phase 1: Conceptualization

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The sky is the limit. Imagine the destination where you wish to teach. Think about the topics you want to cover and your ideal class size. Most important, what are your broad learning goals? No need to dwell on the specific details of your itinerary or syllabus at this point.

Instead, look deeply into your intended location and determine whether your ideal location offers what you need. Remember, the location is your classroom. Can you teach the material in it? How do you differentiate your course from other study away options and other campus-based courses? Focus on your learning goals around which you will build your syllabus. Brainstorm how you can help fill gaps in your department's existing courses with your study away course. Make your course something special that you truly want to teach and students will find valuable to their degree program and career opportunities.



The goal is to design an innovative course with meaningful learning outcomes that effectively uses the location as your classroom.

Early in the Conceptualization phase is a good time to complete the Study Away Program Planning Guide. Then meet with the Faculty-Led Study Away team and your IEAC Liaison. They can provide insight into what has been successful in other programs.

During this phase, you may find other teaching options offered by WKU such as our domestic Study Away programs or teaching away with the Cooperative Center for Study Away (CCSA).

### Useful Resources

- [Study Away Program Planning Guide](#)

## Phase 2: Approval

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The goal of this phase is to get your proposal approved. During Phase 2 you will work with your Study Away Coordinator and your IEAC Liaison to create a proposal. Experienced program leaders are great resources, and new leaders are encouraged to communicate regularly with the Study Away Coordinator in order to stay on track.



Your proposal follows this review/approval path:

1. Develop a course idea and review with your Department Head/Chair.
2. Prepare the program proposal with a draft syllabus and itinerary.
3. Secure department head and dean approval.
4. Submit signed proposal to Office of Study Away (Tate Page Hall 104).
5. The Study Away Coordinator develops a budget based upon the information provided in the proposal.
6. The Study Away Director reviews and recommends action to the AVP, OFFICE OF STUDY AWAY.
7. The AVP, OFFICE OF STUDY AWAY acts on the proposal.

Once approved, your Study Away Coordinator will “launch” your program. An information sheet (“Green Sheet”) will be created with program details, a website and application will be opened, marketing materials will be provided, and a budget account for your program will be created. Your Study Away Coordinator guides these steps to assure your course is available for students.

### Useful Documents on the Study Away website

- [Study Away Guiding Principles](#)
- [Study Away Administrative Guidelines](#)
- [New Program Proposal](#)

## Phase 3: Recruitment

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A challenge inherent to all study away courses is the fact that students find myriad opportunities. The proven approach is to **differentiate** your course through innovative course design, learning outcomes, and use of the location as your classroom.

Remember, in the Conceptualization phase you designed a special course that you truly want to teach and students will find valuable to their degree program and career opportunities.

Recruitment is more effective when many paths are used to reach students. Social media and personal contact complement emailing students from recent classes. Word-of-mouth from your most motivated students opens doors as well. Use class time to talk about the course and location, meet with student groups, or create a Facebook group for your program.

Your program will need a minimum number of participants in order to proceed, so be sure to check in with students who have expressed interest to ensure they submit their Study Away application.

Don't let off the gas since students tend to withdraw as the deadlines approach and a waiting list is a good thing.

### Useful Information

- [Study Away Recruitment Cheat Sheet](#) (coming soon)



## Phase 4: Pre-Departure

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As you prepare to teach your course you will create an Emergency Action Plan. Guidance on completing the EAP is provided by your Study Away coordinator along with training in handling students, workers' compensation, students with disabilities, and other topics that will be of interest to faculty leaders.

Various pre-travel forms must be completed during the Pre-Departure phase. These include your application for a group funds, travel authorization form, and Pro Card request form. In order to streamline the processing of these forms, please ensure you work together with your Study Away Coordinator to complete them.

During the pre-departure phase students will be billed the program fee. Your course will be listed on TopNet by your department with information provided by the Study Away Coordinator. Study Away and Global Learning conducts a general pre-departure orientation and the Program Leaders conduct a program-specific orientation for all the participants in your program. A proven practice is to include the pre-departure sessions in your syllabus as a graded assignment.

### Documents and Links

- [Emergency Action Plan](#)
- [Orientation Guide for Program Leaders](#)

## Phase 5: Teaching Your Class On-Site

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Program leaders are the on-site WKU representatives. Open communication with your Study Away coordinator is essential to promote a safe and effective learning environment for students. SAGL will provide emergency response and maintain student records and travel documents in case of emergency during the program.

Your Study Away coordinator will provide information on important elements the leaders need to manage while on-site, and the training sessions will help prepare you for the tasks.



## Phase 6: Post-Program

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The close-out is the final step during which the financial and programmatic elements of your study away program are wrapped up.

Your Study Away Coordinator will help you wrap up the financial close-out —collecting travel documentation and receipts.

Your final program report helps you prepare for the next time you lead your program.

### *Useful Documents on the Study Away website*

- [Study Away Administrative Guidelines](#)

## Your Team

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