

Repeating Program Timeline

Program Term		Action Item
Summer Term	Winter Term	

Confirmation (12 months)		
August	February	Approve with department and college
September 1	March 1	Submit Proposal to Study Away Coordinator
September	March – April	Study Away Coordinator prepares preliminary budget
October	April – May	Study Away Office approves Approved programs are launched by Study Away Students begin applying to Study Away programs

Recruitment		
November	May	Sign Study Away Agreement
September – February	April – October	Program Recruitment
September – April	April – November	Endorse/Reject Student Applications
November	September	Review budget and roster

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

On-Site		
May – August	December - January	Programs active

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

KEY

- **Important Milestone for Study Away Program Leader(s)**
- Additional Steps for Study Away Program Leader(s)
- *Steps taken by other departments or officials*

Phase 1: Confirmation

Approved programs may be conducted three times before a full review is required.

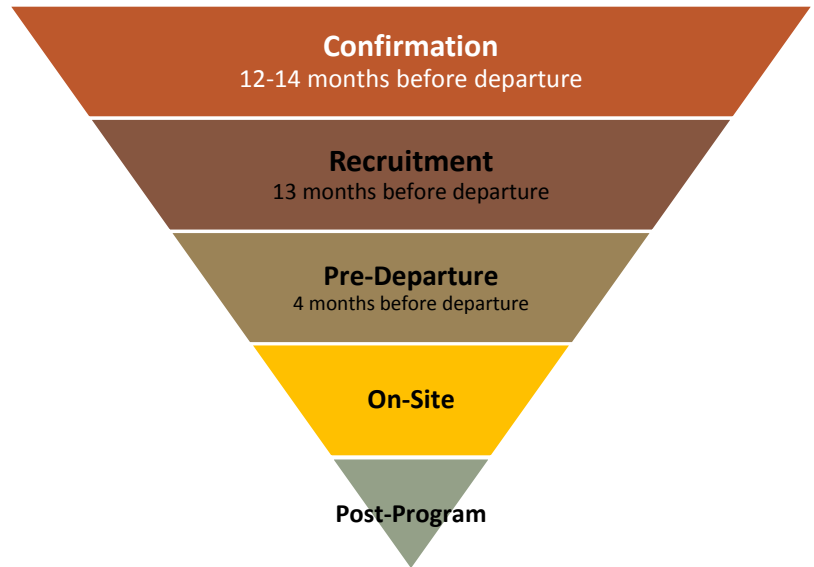
During Phase 1 you will work with your Study Away Coordinator to tweak your existing program, if necessary, and submit it as a repeating program. As with new programs, your repeating program must be approved by your department head, the Dean of your college, before submitted your proposal to Study Away.

When your program is approved, your Study Away Coordinator will “launch” your program. An information sheet (“Green Sheet”) will be created with program details, a website will be updated, marketing materials will be provided, and the student application will be opened.

Your Study Away Coordinator will guide all of these efforts with the program leadership team.

Useful Documents on website

- Repeating Program Confirmation Form



Phase 2: Recruitment

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 wanted to teach and students find valuable to their degree program and career opportunities.

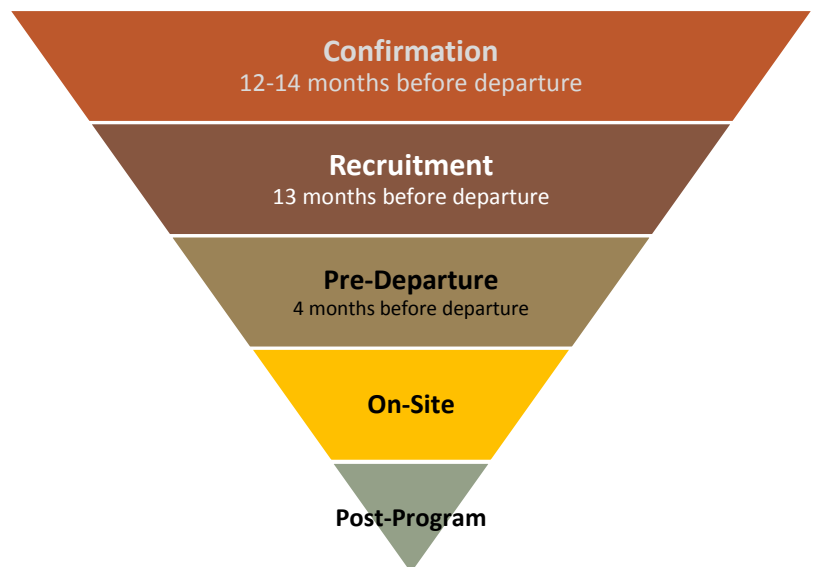
Recruitment is more effective when many paths are used to reach students. Social media and personal contact complement emailing students from recent classes. Word-of-mouth from your most motivated students opens doors as well. Use class time to talk about the course and location, meet with student groups, 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 complete 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 3: Pre-Departure

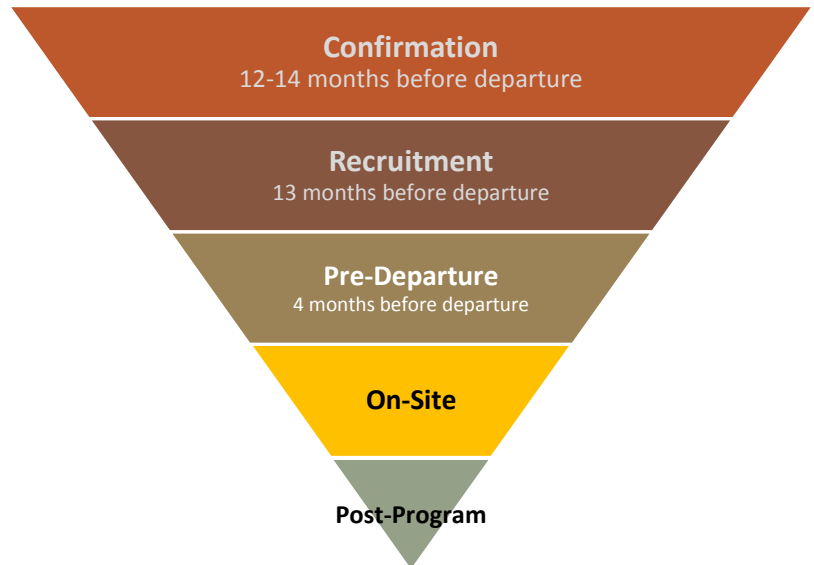
As you prepare to teach your course you will create an Emergency Action Plan. Guidance on completing the EAP is provided by your Study Away coordinator along with training in handling students, workers' compensation, students with disabilities, and other topics that will be of interest to Program Leaders.

Various pre-travel forms must be completed prior to departure during the Pre-Departure phase. This includes 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 an 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

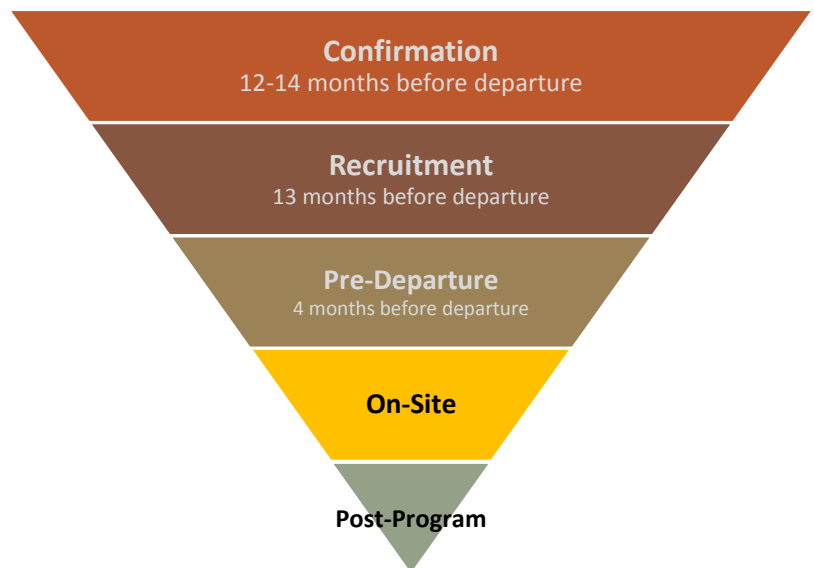
- Emergency Action Plan
- Orientation Guide for Program Leaders



Phase 4: Teaching Your Course On-Site

Program leaders are the on-site WKU representatives. Open communication among the SAGL, your Study Away coordinator and the leadership team 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 5: Post-Program

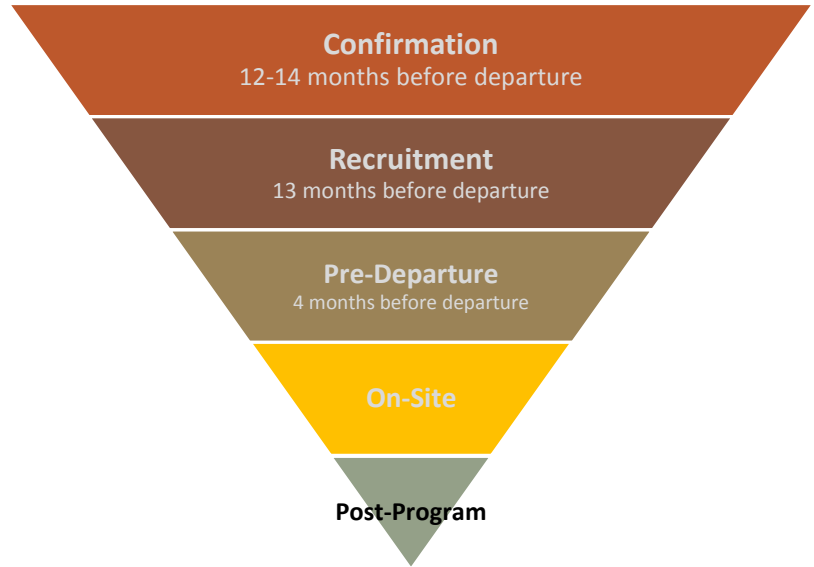
The close-out is the final step during which the financial and programmatic elements of your study away program are wrapped up.

Your Study Away Coordinator will help you complete 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 Introduction for Program Leaders



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