Program Development & Administration Responsibilities
Faculty-led Study Abroad Programs

Montana State University — Office of International Programs

	FACULTY DIRECTOR	OIP/STUDY ABROAD	PROVIDERS
General Program Planning	• Finalize Itinerary • Provide OIP with: Program dates, final course title, number of credits, notice of un-affiliated travelers or non MSU students will be participating. • Identify program provider. If program provider is not selected, faculty take responsibility of all logistical and academic arrangements. OIP will coordinate airfare. • Notify OIP of an links to your own website, department, etc.	• Advise on selection of program provider. • Assist with Request for Proposal, if required. • Create, review and sign all contracts with third parties. • Advise on special health considerations. • Manage all website content.	• Work with OIP to secure a contract for services. • Identify special health considerations.
Budget & Expenses	• Submit budget draft to OIP • Provide payment information, e.g. invoices. Provide receipts and the Employee Travel and Reimbursement form for any program expenses that must be reimbursed to faculty director.	• Manages all major financial issues and disbursement • Review final budget, approve program cost. • Provide budget information to Financial Aid. • Work with students in need of budgetary assistance.	• Provide budget numbers to faculty or OIP • Provide payment information and timeline to OIP (wire, draft, credit card). • Submit final payment invoice to OIP
Airfare/Passports	• Identify airline departure and arrival dates and flight requests. Notify OIP. • Obtain or renew personal passport, if required. Submit copies to OIP.	• Notify Airfare provider of required airline tickets. • Pay all deposits on travel. Submit full names to airline or program providers. • Obtain visa information and request visa forms. Coordinate all visas.	• Process flight deviations
Meals	• Include all provided meals in budget.	• Complete student Financial Service database with expenses and number of meals provided.	
Academic	• Make syllabus, submit course for major/minor and/or CORE approval. Notify OIP of status and/or approval.	• Advise on course content.	• Schedule on-site classrooms and class schedule, if required

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Academic	• Submit course to departmental catalog for registration. • If part of course is taught at MSU, request classrooms. Notify students and OIP • Order books/materials	• OIP notified of MSU classroom, if used	
Marketing/Recruitment	• Recruit students for program through information sessions, presentations, etc. • Attend the Study Abroad Fair in the fall • Advise students. • Create brief short course description for web • Send program details to OIP • Create full Course Description	• Marketing of curriculum through website, bulletin boards, and a printed list of all Faculty-led programs available. • Edit course description and post on website.	
Registration	• Identify course number/section number. Notify OIP of course number. • Department provide course number/section number to registrar as well as student information for registration.	• Send student program fees to be posted to student accounts	
Orientation	• Hold additional individual group meetings. • Provide course-specific information • Provide airline and itinerary information and enough copies for students and their emergency contacts • Attend faculty orientaiton and other faculty trainings/events	• Schedule Pre-Departure Orientation session and breakout sessions following. • Distribute student handbook • Provide Culturegrams for all locations available. • Provide passport information to students (via policies & procedures and website. • Organize faculty director orientation.	
Pre-Departure	• Continue correspondence with students • Provide OIP with photo and birth date for International Teacher ID Card • Register with the Travel Registry and the State Department S.T.E.P program. Ensure students register themselves on both registries	• Create International Student ID Cards if purchased through OIP • Distribute student evaluations and give to faculty for distribution at end of the course	• Continue to communicate details and planning with faculty and OIP