



PROVIDENCE  
COLLEGE

*Center for Global Education*

## **Suggested Timeline of Promoting and Preparing for a Short-Term International Program**

The suggested timeline provides a basic set of tasks to prepare before, during, and after the program. The timeline may be adjusted to the program. For example, January programs will have a shorter timeline from the fall until departure and should adjust accordingly. *More detailed information is available in the Faculty Guide for Developing and Leading Short-Term International Programs.*

### **FALL SEMESTER**

- Market program during International Education Week (held during the last week of September/first week of October) and begin recruiting students. This includes having table at the Study Abroad Fair and the option of an information session later in the week.
- The Center for International Studies (CGE) will provide you with an application form.
- Review the budget and set the final cost of the program.
- Review the health and safety conditions of the location based on your Emergency Planning Form.
- Begin making arrangements with external agency/organization, if applicable. Obtain a copy of any contracts and submit them to the Office of General Counsel.

### **THREE (3) MONTHS PRIOR TO DEPARTURE**

- Review program applications and issue acceptance letters by mail or by email.
  - Send the final participant roster to the CGE.
  - The CGE will provide the Office of Community Standards with the list of participants for a disciplinary check.
- Advise students to obtain a passport or renew their passport if it will expire in less than six (6) months from the date of return to the U.S.
- Notify students of the procedure for obtaining a visa, if necessary.
  - Have international students (F-1 or J-1 visa holders) meet with Katherine Jacobs, Assistant Dean of International Studies, to verify their visa status for lawful re-entry into the U.S. from abroad.
- Instruct students on the required or recommended immunizations to receive (if applicable) and where the immunizations are available.
- Inform students of health and safety conditions of the host country in writing.
  - Each participant should be provided with a copy of the [U.S. Department of State](#) and [Centers for Disease Control and Prevention](#) country sheet.
- Provide students with flight and other travel information. Students should be notified if a group flight will be arranged, or when to schedule their arrival and return.

### **TWO (2) MONTHS PRIOR TO DEPARTURE**

- Send the CGE updated information on the program itinerary, emergency contact numbers, accommodations, and flight itineraries.
  - Distribute the program itinerary to students.
- The CGE will distribute the spreadsheet of required forms and waivers for all PC participants, including program leaders, to complete.



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### **ONE (1) MONTH PRIOR TO DEPARTURE**

- Check that all students have paid the deposit and any remaining payments.
- Ensure that students are registered with SCE for the course (Maymester/Summer programs).
- Meet with students to discuss the expectations for the program, the academic work, and the appropriate student behavior according to the program's standards and local laws.
  - Explain any other relevant information, such as cell phone use in the host location.
- Create a one-page parent information sheet.
  - Include the program dates, basic itinerary, accommodations information, contact information for program leaders and in-country agency or organization, country information (from the Department of State and Centers for Disease Control and Prevention).
- Submit any new or updated contracts to the Office of General Counsel.

### **IMMEDIATELY PRIOR TO DEPARTURE**

- The CGE will enroll all participants in the On Call International Insurance Plan with the Natural Disaster and Political Evacuation Upgrade.
- Register all participants with the U.S. Department of State Smart Traveler Enrollment Program ([www.step.state.gov](http://www.step.state.gov)).
- Ensure that all logistics are finalized and that students (and parents) are well-informed of program information, including the final itinerary and the emergency contact number for the program leader(s).

### **WHILE ABROAD**

- Send safe arrival notifications to parents and Providence College.
  - The CGE: Joe Stanley ([jstanle2@providence.edu](mailto:jstanle2@providence.edu)) and Denise Miller ([dmmiller@providence.edu](mailto:dmmiller@providence.edu))
  - The Director of Emergency Management: Koren Kanadianian ([kkanadan@providence.edu](mailto:kkanadan@providence.edu)).
- Hold an on-site orientation to discuss logistics and acclimating to the new environment. Review academic and behavioral expectations. Review practices for staying healthy and safe.
- Throughout the program, collect original receipts to be used for submitting a College travel expense report for program expenses and subsequent reimbursement from the College upon conclusion of the program.

### **UPON RETURN**

- The CGE will distribute a program evaluation form to student participants. You will be notified of the student feedback after grades are submitted to SCE or Enrollment Services.
- Prepare a program report & submit to the CGE within 30 days of the program end date.
- Reconcile the program budget and final reimbursements with the CGE, SCE, or the Feinstein Institute by using the Expense Reimbursement Form.