Faculty-led Program Development Timeline – 3 D's

Phase 1: Design

Any time up to proposal deadlines (Oct 15 or April 15)

14+ months before program

Phase 2: Develop

Assigned GEO program coordinator, begin refining details of program, recruiting and preparing students

14-3 months before program

Phase 3: Deliver

Program confirmed; departure preparations

3-0 months before program

Faculty program idea

Faculty consult with GEO and their college re program idea and submit GEO program proposal

Proposal approval

Determine credits, draft syllabi, draft budget, GEO initiates conversations with vendors

Program details final

GEO sets budget, creates/updates website, open application; sign faculty agreement; GEO finalizes vendor SOWs/contracts

Recruitment

Carry out recruitment plans; manage applications; GEO confirms program running

Pre-departure prep

Faculty orientation workshops, flights/ travel set, housing confirmed, orientations last GEO and travel items complete

Program Start