



International Faculty-Led Programs Checklist and Timeline

Faculty and staff are encouraged to use the following checklist as a guideline. At **any time** during the process, should questions arise, please contact the Faculty-Led Study Abroad and Safety Abroad (FLSA & SA) Coordinator, Pin Sun at facultyled@uwo.ca or ext. 86075.

Category	Task	Suggested Timeframe	Support/Resources
Program Development	Determine activities and curriculum for program.	At least 12 months in advance	Centre for Teaching and Learning (CTL); Western International
Course Logistics	Propose the course and seek course approval.	At least 12 months in advance	Department/faculty
Safety Planning and Mitigation	When in doubt, send proposed itinerary to FLSA & SA Coordinator for safety advice.	At least 12 months in advance	Western International; International SOS; Government of Canada's website
Finance	Finalize budget and determine range of program fees and installments based on the number of participants. Reach out to vendors, third party providers, host institutions and organizations for quotes, if applicable.	At least 12 months in advance	Western International; Third party provider
Recruitment and Promotion	Work with the FLSA & SA Coordinator to create an Atlas program page. Promote the program through a variety of venues such as information session, websites and social media, mass email and class presentations.	8 – 12 months in advance	Western International; Department/faculty communications

Application and Selection	Create selection process and determine application and interview questions (if applicable) and participation criteria. Determine dates to open and close application. Collect and review applications, interview (optional) and select participants. Send Letter of Acceptance to successful students.	8 – 12 months in advance	Western International; Department/faculty
Finance	Confirm quoted prices. Obtain relevant payment details and finalise service agreements.	8 – 12 months in advance	Department/faculty
Finance	Inform students of funding opportunities.	During recruitment and after student selection	Office of the Registrar; Western International; Department/faculty
Finance	Monitor student payments of program fees.	During fee collection period	Department finance; Office of the Registrar
Course Logistics	Ensure students are registered in course.	By registration deadline	Department/faculty
Pre-Departure	Work with the FLSA & SA Coordinator to provide a pre-departure/safety abroad session with group. Implement program-specific pre-departure plan.	At least 2 months prior to travel	Western International; International SOS; Government of Canada's website
Finance	Payments to vendors and service providers, if applicable.	As per the service agreement	Department finance
Safety Planning and Mitigation	Work with the FLSA & SA Coordinator to ensure students have completed the Travel Registry.	At least 3 weeks prior to travel	Western International
Safety Planning and Mitigation	Provide on-site orientation to students (in partnership with host partner, as applicable).	Within 24 hours of arrival	Partners abroad
Safety Planning and Mitigation	Contact International SOS when in need of assistance or in case of an incident.	Immediately after incident	International SOS; Western International
Program Evaluation	Coordinate student reflection activities, send student evaluations and analyze results.	During the program and/or upon return	Department/faculty; Western International
Program Evaluation	Schedule a program debrief meeting with the FLSA & SA Coordinator.	1-3 weeks after program ends	Western International; Department/faculty