



# Faculty-Led Programs for Community Engaged Learning Checklist and Timeline

Faculty and staff are encouraged to adhere to the following checklist in order. At **any time** during the process, should questions arise or guidance be needed, please contact the Global Experiential Learning (GEL) Coordinator, Kate Placide at [kplacide@uwo.ca](mailto:kplacide@uwo.ca) or ext. 84362.

Where applicable, the Global Experiential Learning (GEL) Coordinator will liaise with the Faculty Led Study Abroad & Safety Abroad (FLSA & SA) Coordinator, Eunice Isidro ([eisidro@uwo.ca](mailto:eisidro@uwo.ca) or ext. 86075) in Western International to support Faculty-Led Study Abroad for Community Engaged Learning programs.

**Community Engaged Learning** experiences include credit or non-credit activities abroad that emphasize learning about social issues, and which involve community partners or organizations.

**Attachments:**

- Promotions and Communications Checklist
- Safety Abroad for Students Checklist
- Accident Illness and Incident Form

**Legend:**

<b>Program Development</b>	<b>Finance</b>	<b>Recruitment and Promotion</b>	<b>Application and Selection</b>
<b>Pre-Departure</b>	<b>Safety Planning and Mitigation</b>	<b>Course Logistics</b>	<b>Program Evaluation</b>

Category	Task	Suggested Timeframe	To be actioned by
<b>Program Development</b>	Determine activities and curriculum for program.	January – April	Faculty Member
<b>Safety Planning and Mitigation</b>	Send proposed itinerary to GEL Coordinator to be submitted to Western International for safety advice from International SOS (ISOS).	January – April	Faculty Member
<b>Finance</b>	Finalize proposed budget, and determine range of program fees based on the number of participants. Reach out to vendors, third party providers, host institutions and organizations for quotes.	January – April	Faculty Member

	Quotes from some third party providers can be obtained from Western International or Student Success contacts. Contact Western International or Student Success for more information.		
<b>Recruitment and Promotion</b>	Establish a recruitment and promotion strategy and associated tasks. See attached suggested promotions and communications checklist.	January – April	Faculty Member with assistance from promotions and communications checklist and faculty communications officer
<b>Recruitment and Promotion</b>	Coordinate creation of promotional materials, as per established recruitment and promotion strategy, including but not limited to: posters (physical and digital), digital media (banners, graphics, logos, etc), social media posts, template email messages, postcards, etc.	September	Faculty Member with assistance from faculty communications officer
<b>Recruitment and Promotion</b>	Request program and application questions template from FLSA & SA Coordinator and GEL Coordinator in order to create program page and online application in Atlas.	August	Faculty Member
<b>Application and Selection</b>	Create selection process. Assess if interviews are needed, determine application questions and participation criteria.	August	Faculty Member GEL Coordinator
<b>Application and Selection</b>	Create, then finalise program page and online application in Atlas. Determine payment installments so this is reflected on the Atlas program page.	August	GEL Coordinator Faculty Member
<b>Application and Selection</b>	Determine dates to open and close online application.	August	Faculty Member GEL Coordinator

<b>Application and Selection</b>	Create interview questions (if applicable).	August	Faculty Member GEL Coordinator
<b>Finance</b>	Reach out to preferred vendors and third party providers to confirm quoted prices. Obtain relevant payment details and finalise service agreements and expectations. See Western International or Student Success for templates or advice.	September	Faculty Member
<b>Recruitment and Promotion</b>	Participation in promotional events: information sessions, fairs, other events in academic calendar.	September – December	Faculty Member GEL Coordinator Western International
<b>Recruitment and Promotion</b>	Student Advising on appropriate fit for the program. Discuss academic integration, application processes and financial planning.	September – Application Deadline	Faculty Member Western International
<b>Application and Selection</b>	Collect and compile applications by application deadline.	Application Deadline	GEL Coordinator
<b>Application and Selection</b>	Conduct Interviews (optional).	After Application Deadline	Faculty Member
<b>Application and Selection</b>	Review applications, interview results (optional) and select participants.	After Application Deadline	Faculty member
<b>Application and Selection</b>	Notify accepted and rejected students.	After Application Deadline	GEL Coordinator
<b>Finance</b>	Notify students of International Learning Award, Global Opportunities Award and other funding opportunities.	November – February (deadlines Nov 15; Feb 15)	GEL Coordinator
<b>Pre-Departure</b>	Establish program-specific pre-departure plan. Identify what students need to know, experience, consider prior to departure.	November - December	Faculty Member
<b>Finance</b>	Monitor student payments of program fees.	December – March	Faculty Member with assistance from department finance contact person
<b>Course Logistics</b>	Ensure students are registered in course.	December	Department

<b>Finance</b>	Collect invoices from vendors and service providers.	January – February	Faculty Member
<b>Pre-Departure</b>	Coordinate a pre-departure session with group.	January – March	Faculty Member
<b>Finance</b>	Book Faculty Member's flight; collect receipts for reimbursement. Communicate flight information to students, as applicable.	January – March	Faculty Member
<b>Finance</b>	Book any outstanding in-country services (i.e. accommodation, transportation, group meals, etc).	January – April	Faculty Member
<b>Finance</b>	Payments to vendors and service providers.	January – April	Faculty Member/Department with assistance from department finance contact person
<b>Pre-Departure</b>	Notify students of mandatory FIME online pre-departure modules and Western's International Travel Registry requirements to be completed prior to departure. Update <i>Safety Abroad for Students Checklist</i> (attached).	January – April	Faculty Member
<b>Safety Planning and Mitigation</b>	Ensure students have completed the Travel Registry by submitting a completed <i>Safety Abroad for Students Checklist</i> (attached) to FLSA & SA Coordinator and GEL Coordinator within two weeks of departure.	March – April	Faculty Member GEL Coordinator
<b>Finance</b>	Arrange for travel advances for the Faculty Member.	10 days prior to departure	Faculty Member
<b>Safety Planning and Mitigation</b>	Provide on-site orientation to students (in partnership with host partner, as applicable).	Within 24 hours of arrival	Faculty Member
<b>Safety Planning and Mitigation</b>	Contact ISOS when in need of assistance or in case of an	Immediately after incident	Faculty Member

	incident (does not need to be an emergency).		
<b>Safety Planning and Mitigation</b>	Notify FLSA & SA Coordinator and GEL Coordinator of any incidents that occur.	Within 24 hours of incident	Faculty Member
<b>Program Evaluation</b>	Send students evaluations, encourage completion and analyze and summarize results.	Following immediate return	GEL Coordinator
<b>Program Evaluation</b>	Program Debrief.	Within 1 week of end of program	GEL Coordinator Faculty Member
<b>Finance</b>	Submit expense report.	Within 30 days of end of program	Faculty Member
<b>Finance</b>	Reconcile budget.	Within 4-6 weeks of end of program	Faculty Member
<b>Program Evaluation</b>	Create program evaluation.	May – June	GEL Coordinator