



SEMINARS INTERNATIONAL, INC.

Initiating a New Faculty-Led Study Abroad Course

Initiating a Program

Designing an international course is a creative collaboration between your International Education Office, your course needs and goals and Seminars International, who will work to offer innovative ideas on how to enhance your course. Together, we explore possibilities for course locations, excursions and experiential activities to help students connect with your pedagogical goals. Seminars International's experience and network of international partners help make this process easier, efficient and more effective for you. To understand how all members of our Seminars International team work with you, see: *How we work together*. We have also created a recommended timeline for your use, see: *Recommended timeline*.

Defining and Meeting a Budget

Once the scope of the international program is determined and approved by your sponsoring institution, Seminars International will work with you to prepare a customized draft itinerary that fits your syllabus. Once you are comfortable with the itinerary we can begin the pricing process. Seminars International will work closely with you to adjust the itinerary to meet your budget requirements.

Seminars International Statement of Conditions

Once we have reached agreement on the needed arrangements for your course, we will present you with a statement of conditions which will include: cost ranges, inclusions and exclusions, payment schedule, cancellation conditions, etc.

Student Recruitment and Enrollment

If a promotional piece or on-line information is needed to assist in the promotion of your course, Seminars International is ready to work with you to provide the needed materials. For any course, students will review the course description, complete the enrollment process, make payments and confirm travel arrangements. We will work with you to optimize these processes through your institution, to make sure everything is as seamless as possible for your students.

Program Pre-Departure Oversight, Management and Preparation

Seminars International will continually oversee, manage and communicate any adjustments that need to be made to the arrangements including fine tuning of special programming elements. Three weeks before departure, we will prepare and send out travel packets for each participant and leader including a:

- letter of instruction

- final itinerary
- participant list
- FAQ's regarding international travel
- Culture Gram on countries visited
- luggage tags

Two weeks before departure Seminars International will provide a detailed arrangement binder for the faculty director. This binder will include all details about the program:

- airline arrangements
- on site arrangements (including a day by day, hour by hour operating itinerary with specific contact information and directions for all activities arranged by Seminars International)
- gratuities and contingency funds
- individual participant information collected
- problem resolution and FAQ's
- reports and evaluations

Departure & Support Abroad

While abroad, Seminars International offers both local and remote support to program directors and all participants 24/7 with any issues that arise from health and wellness to emergency situations. Seminars International gives you the peace of mind to teach the course as well as See, Do, Learn along with the rest of the course participants.

Return Evaluation

After returning from your international experience, we ask you to complete a detailed program evaluation. Upon receipt we will contact you to debrief and discuss possibilities for future improvement.