

COLLEGE OF THE LIBERAL ARTS  
EMBEDDED TRAVEL PROGRAM DEVELOPMENT CHECK LIST

**PROGRAM LEADER CHECKLIST & TIMELINE**

Embedded travel program leaders are encouraged to utilize the checklist below, along with the Embedded Course Development Guidelines, throughout the embedded course development process. This checklist provides the **suggested timeline for the development of a spring semester course with spring break or early summer travel**. The timeline for fall or late summer programs would be adjusted, as necessary. Please contact the Global Experiences Coordinator, Chelsea Keen (cer19@psu.edu) with any questions.

**PLANNING & PREPARATION (May – August 2019)**

- Interest Survey-** Complete the [Embedded Course Faculty Leader Interest Survey](#) by May 31<sup>st</sup> and have an initial consultation meeting with the Global Experiences Coordinator in the following weeks to discuss your course idea and the program development process
- Departmental Approval-** Share your course idea with your department head and undergraduate studies officer to gain department approval/support
- Initial Program Itinerary-** Submit a brief written description of the embedded travel program, including a rough outline of an itinerary, to the Global Experiences Coordinator
- Program Provider-** Identify, in collaboration with the Global Experiences Coordinator, a third-party provider who meets Penn State's risk management standards to coordinate the travel program
- Itinerary and Budget-** Work with the selected provider and Global Experiences Coordinator to create an itinerary and budget for the embedded travel program; decide if transportation costs will be included in the budget
- Program Co-Leader-** Identify a faculty member or graduate student to co-lead the program

**FORMAL PROPOSAL SUBMISSION (September 2019)**

- Formal Proposal-** Complete and submit the required, formal Embedded Course Proposal to Penn State Education Abroad on the [Education Abroad website](#)

**MARKETING & PROMOTION (September – October 2019)**

- Promote Course-** Promote and market the embedded course to students; the Career Enrichment Network will assist with marketing through various newswire and social media channels
- Marketing Materials-** Create a flyer to market the course. For policies related to U.Ed. numbers for promotional materials, visit the [Liberal Arts Strategic Communications website](#)
- Education Abroad Fair-** Register for and attend the Education Abroad Fair hosted by Education Abroad in mid-October 2019 to promote your course to students
- Information Session-** Organize an information session for interested students to share details about the trip; advertise the session during classes and throughout your department
- Student Funding Information-** Share funding resources with students, including the PA Commonwealth Scholarship and Liberal Arts Enrichment Funding. Please note: Liberal Arts Enrichment Funding is available only to current undergraduate students with at least one major in the College of the Liberal Arts at University Park or World Campus; students must submit an application to receive Enrichment Funding.
- Visas-** Research visa requirements for the destination country; students may have various nationalities with different visa regulations- be sure to communicate this information to interested students to ensure that appropriate visas for American and international students is clear and enough time is allowed for all participants to obtain the appropriate visas for travel

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**ACADEMIC & FINANCIAL LOGISTICS (October – December 2019)**

- ❑ **Departmental Communication-** Communicate with the departmental staff who handle academic and financial matters that you will be leading an embedded course; make them aware that the Global Experiences Coordinator will contact them to share general processes for embedded courses, and that you will contact them regarding specific requests for academic and financial matters related to your embedded course
- ❑ **Course Scheduling-** Work directly with your department to handle academic scheduling details; for example, if your embedded course will require a course control or an additional 0.5 or 1-credit component; ensure that the course is appropriately set up in Lionpath and that all students are registered for the appropriate course/credits
- ❑ **Student Financial Process-** Distribute and collect the Embedded Program Fee Authorization Forms (prepared by the Global Experiences Coordinator) for students to authorize the GEC to charge their student bursar account
- ❑ **LA Embedded Program Leader Travel Support Funds and Research/Professional Development Funds-** Provide the Global Experiences Coordinator with the appropriate budget number and cost center to which the funds can be transferred, along with the name of the appropriate departmental contact; see the Embedded Course Development Guidelines for additional information about funding eligibility and distribution
- ❑ **Departmental Financial Process-** Ask for clarification about your department's financial process and requirements for how they plan to distribute, reimburse or reconcile the LA Embedded Program Leader Travel Support Funds and Research/Professional Development Funds; determine what type of documentation (ex. receipts) will be required

**TRAVEL LOGISTICS (January – February 2020)**

- ❑ **Final Roster & Itinerary to EA-** Submit the finalized itinerary and student roster to Education Abroad and the Global Experiences Coordinator by January 15
- ❑ **Flights-** Coordinate group flights, if applicable, with a travel agency (such as Anthony Travel or Student Universe) or independently; all program participants are encouraged to fly together
- ❑ **Airport Transportation-** Coordinate group transportation, if applicable, to the airport; suggestions and policies provided in the Embedded Course Development Guidelines

**PRE-DEPARTURE PREPARATION (February – March 2020)**

- ❑ **Emergency Preparedness Workshop-** Attend an [Emergency Preparedness Workshop](#) hosted by Education Abroad at least once every two years
- ❑ **Pre-Departure Meeting-** Organize a pre-departure meeting for students and faculty leaders; topic suggestions will be shared by the Global Experiences Coordinator

**PROGRAM EVALUATION (March – May 2020)**

- ❑ **Debrief-** Attend a roundtable debriefing meeting with all other faculty leaders and Career Enrichment Network staff
- ❑ **Student Survey-** Encourage students to participate in the Embedded Program Student Feedback Survey distributed by the Global Experiences Coordinator