

COLLEGE OF THE LIBERAL ARTS
EMBEDDED PROGRAM DEVELOPMENT CHECK LIST

PROGRAM LEADER CHECKLIST & TIMELINE

Program leaders are encouraged to utilize the checklist below, along with the Embedded Course Development Guidelines, throughout the embedded course development process. The timeline for each section provides the suggested timeframe for the development of a spring semester course with spring break or early summer travel. Please contact the Global Experiences Coordinator, Chelsea Keen (cer19@psu.edu), in the Career Enrichment Network to discuss any questions or consult about alternative timelines.

PLANNING & PREPARATION (May – August 2018)

- Interest Survey-** Complete the [Embedded Course Faculty Leader Interest Survey](#) by May 31st and have an initial consultation meeting about the idea with the Global Experiences Coordinator
- 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
- Program Co-Leader-** Identify a faculty member, graduate student or University staff member to serve as a co-leader for the program

FORMAL PROPOSAL SUBMISSION (September 2018)

- 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 2018)

- 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](#).
- Embedded Course Expo-** Attend the Study Abroad Fair and Embedded Course Expo hosted by Education Abroad on October 17, 2018 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.

ACADEMIC & FINANCIAL LOGISTICS (October – December)

- 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

COLLEGE OF THE LIBERAL ARTS
EMBEDDED PROGRAM DEVELOPMENT CHECK LIST

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 – 1.0 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 Program Fee Agreement Forms (prepared by the Global Experiences Coordinator) for students to authorize the Global Experiences Coordinator 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)

- ❑ **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
- ❑ **Airport Transportation-** Contact the Global Experiences Coordinator prior to booking flights to inquire if Education Abroad will be offering any options for pre-scheduled group transportation arrangements to nearby airports; if so, consider flights that align with the group travel options
- ❑ **Flights-** Work with a travel agency (such as Anthony Travel or Student Universe) or independently to select the flight for the program; all program participants are highly encouraged to fly together

PRE-DEPARTURE PREPARATION (February – March)

- ❑ **Emergency Preparedness Workshop-** Attend an [Emergency Preparedness Workshop](#) hosted by Education Abroad at least once every two years
- ❑ **Final Details to EA-** Submit the finalized itinerary and student roster to Education Abroad and the Global Experiences Coordinator
- ❑ **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)

- ❑ **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