

# General Timeline for Developing and Leading a DU Faculty-Led International Travel Course



Months out from program start date	Action Item(s)	Responsible Party
12 months out	<ul style="list-style-type: none"> <li>Finalize program proposals and submit to UAP, including updated syllabus and course dates</li> </ul>	Faculty program leader(s)
12 months out	<ul style="list-style-type: none"> <li>Review program proposal and submit to department chair and dean for approval</li> <li>Distribute budget template and guidelines</li> </ul>	UAP Assistant Director
10 months out	<ul style="list-style-type: none"> <li>Begin obtaining formal quotes/contracts from education vendors for program. It's recommended that you contact at least 2 companies.</li> <li>Submit estimated budget based on quotes and/or Course Development trip</li> </ul>	Faculty program leader(s)
<b>10-9 months out</b>	<ul style="list-style-type: none"> <li>Deadline for program proposals</li> </ul>	Faculty program leader(s)
9 months out	<ul style="list-style-type: none"> <li>Submit course information to DU Passport for Risk Mgmt. review</li> </ul>	Faculty program leader(s)
9 months out	<ul style="list-style-type: none"> <li>Conduct health/safety risk assessment for program</li> </ul>	International Travel Risk Analyst
8 months out	<ul style="list-style-type: none"> <li>Create/revise program brochure, flyers, and/or screen advertising</li> </ul>	UAP Assistant Director and Program Coordinator
<b>8 months out</b>	<ul style="list-style-type: none"> <li>Budget approval deadline</li> </ul>	Faculty program leader(s) with support of UAP staff
8-7 months out	<ul style="list-style-type: none"> <li>Conduct marketing activities, information sessions, and class visits</li> </ul>	Faculty program leader(s) with support of UAP staff
7-6 months out	<ul style="list-style-type: none"> <li>Officially list course in PioneerWeb</li> </ul>	UAP Assistant Director
6 months out	<ul style="list-style-type: none"> <li>Attend International Program Leader Workshop by Risk Mgmt., if applicable (required every 2 years)</li> </ul>	Faculty program leader(s)
6-3 months out	<ul style="list-style-type: none"> <li>Continue marketing and recruitment activities up until registration deadline (see deadlines in Faculty Handbook)</li> </ul>	Faculty program leader(s)

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6-5 months out	<ul style="list-style-type: none"> <li>• Student application deadline</li> <li>• Deadline for students to commit to program (1-2 weeks after acceptance notification)</li> </ul>	UAP staff
5-4 months out	<ul style="list-style-type: none"> <li>• Review enrollment, determine program viability, and cancel under-enrolled programs as needed</li> </ul>	UAP Assistant Director
5-3 months out	<ul style="list-style-type: none"> <li>• Obtain invoices and final contracts from vendors</li> <li>• Review invoices and final contracts for accuracy and submit them to Procurement/Contracts for signature and payment.</li> <li>• Update Budget and monitor program expenses.</li> <li>• Faculty and program leader work with UAP staff to purchase airfare (if applicable)</li> </ul>	Faculty program leader(s) and UAP Assistant Director
3 months out	<ul style="list-style-type: none"> <li>• Complete disciplinary records check</li> </ul>	UAP Assistant Director and Program Coordinator
3-2 months out	<ul style="list-style-type: none"> <li>• Conduct at least 1 pre-departure meeting with students in conjunction with Intl. Risk Mgmt Analyst</li> </ul>	Faculty program leader(s) and Intl. Risk Mgmt. Analyst
3-2 months out	<ul style="list-style-type: none"> <li>• Apply for a DU purchasing card (talk to UAP Asst. Director for options)</li> </ul>	Faculty program leader(s)
3-2 months out	<ul style="list-style-type: none"> <li>• Review program and send out final approval status notifications</li> </ul>	International Risk Mgmt. Analyst
1 month out	<ul style="list-style-type: none"> <li>• Submit request for travel advance, if necessary</li> </ul>	Faculty program leader(s)
<b>1 month after</b>	<ul style="list-style-type: none"> <li>• Submit and process all necessary program receipts through Pioneer Travel and Expense</li> <li>• Send any pictures from course to UAP staff for future marketing</li> </ul>	Faculty program leader(s) with support of UAP Program Coordinator