

**Center for Global Engagement**  
**Faculty Timeline for Global Seminars**

<b>Timeline: J-Term</b>	<b>Timeline: Summer</b>	<b>10-step process</b>	<b>Specific Tasks</b>
November 01 (14 mo. before)	March 01 (14 mo. before)	Step 1: Meet with the Associate Academic Dean for Global Affairs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with the Associate Academic Dean for Global Affairs</li> </ul>
December 01 (13 mo. before)	April 01 (13 mo. before)	Step 2: Submit your proposal (with a proposed itinerary and budget)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit your proposal</li> <li><input type="checkbox"/> Submit a proposed itinerary</li> <li><input type="checkbox"/> Submit a preliminary budget</li> </ul>
December 10 (13 mo. before)	April 10 (13 mo. before)	Step 3: Meet with Study Abroad & Off-Campus Programs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Study Abroad</li> <li><input type="checkbox"/> Review proposal feedback</li> <li><input type="checkbox"/> Discuss your next steps</li> </ul>
Spring	Summer & Fall	Steps 4 and 5: Design and promote your Global Seminar	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Course Modification Form</li> <li><input type="checkbox"/> Share program brochure with faculty, staff, and students (after CGE creates it)</li> <li><input type="checkbox"/> Plan logistics</li> <li><input type="checkbox"/> Finalize budget</li> <li><input type="checkbox"/> Host information sessions and other recruitment events (to recruit a minimum of 6 students)</li> </ul>
March 01 (2+2) May 01 (4 cr.)	October 01 (2+2) December 01 (4 cr.)	<i>Student application and \$500 deposit deadline</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review applications</li> <li><input type="checkbox"/> Make admission decisions</li> </ul>
May 01 (2+2) July 01 (4 cr.)	December 01 (2+2) February 01 (4 cr.)	<i>Student program fee deadline</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make bookings abroad <i>after</i> funds are collected</li> </ul>
Fall	Spring	<i>Finalize the design of your Global Seminar</i>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize itinerary</li> <li><input type="checkbox"/> Work with CGE to make payments and request a cash advance if needed (at least 14 days before the start of your Global Seminar)</li> </ul>
Fall	Spring	Step 6: Facilitate pre-departure programming	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitate program-specific pre-departure orientation</li> <li><input type="checkbox"/> Host informal gatherings to build group cohesion</li> <li><input type="checkbox"/> Remind students to attend CGE <a href="#">pre-departure programming</a></li> </ul>
Late Fall	Late Spring	Step 7: Attend the faculty/staff orientation	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend the training for Faculty Directors and Program Assistants</li> </ul>
January	Summer	Step 8: Deliver your Global Seminar	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teach your course abroad!</li> </ul>
Spring	Summer & Fall	Step 9: Facilitate re-entry programming	<ul style="list-style-type: none"> <li><input type="checkbox"/> Facilitate program-specific re-entry programming</li> <li><input type="checkbox"/> Remind students to attend CGE <a href="#">re-entry programming</a></li> </ul>
February	Summer	Step 10: Debrief with the Center for Global Engagement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit your Travel Expense Ledger Sheet and receipts to the CGE administrative assistant within 2 weeks of your return to the U.S.</li> <li><input type="checkbox"/> Meet with CGE staff to review your Global Seminar</li> </ul>