



Learning Abroad Center

Custom Programs

Activities, Responsibilities & Timeline Spring Semester Programs

Purpose of Custom Programs

Custom programs are designed to allow University of Minnesota colleges and academic departments to provide study abroad opportunities that fulfill unique academic objectives. The Learning Abroad Center provides faculty with the professional and administrative support that allows them to take advantage of unique environments and pedagogical opportunities. Custom programs are a joint effort between the Learning Abroad Center and academic units. In addition to the responsibilities listed below, faculty that intend to lead a learning abroad program must attend a workshop offered through the Learning Abroad Center that addresses program design, accessing international resources, budget planning, U of M learning abroad policies and procedures, student conduct issues, risk, and liability management and other fundamentals of learning abroad program leadership.

New Programs

| When | Who | What |
|-------|-------------------------|--|
| April | Faculty leader | Contacts Custom Program Director to discuss potential custom program. |
| May | All | Meet to discuss procedures, responsibilities, and timeline. |
| June | Faculty leader | Submits custom program proposal, which includes the following: program title, term, location, program description including objectives, use of site, and tentative on-site support resources, indication of departmental/chair support. |
| July | Custom Program Director | Review proposal and make recommendation for approval or non-approval: <ul style="list-style-type: none"> • If approved, department chair or dean is notified • If not approved, faculty leader is provided with rationale and/or suggestions |

New and On-Going Programs

| When | Who | What |
|-----------|---|--|
| July | Faculty leader | Finalizes course content and plans for logistical support. |
| July | Faculty leader | Provides Custom Program Director with the <i>Custom Program Information Form</i> . |
| August | Custom Program Director | Drafts <i>Letter of Understanding</i> (LOU) and forwards to the faculty member for signature. |
| August | Faculty member, Custom Program Director | Promotes program to targeted audiences. |
| September | Faculty leader | Returns both copies of the LOU with appropriate signatures to Learning Abroad Center. The LOU must also contain all necessary departmental account numbers for billing purposes. |
| September | Custom Program Director | Obtains appropriate Learning Abroad Center signatures and returns one LOU to the faculty leader and submits remaining LOU to the Learning Abroad Center Finance Director. |
| October | Participants | Obtain application packets from the Learning Abroad Center website. |

| When | Who | What |
|--|--|---|
| October | Faculty Leader | Collects completed application forms from students including the <i>Confirmation and Payment Agreement</i> forms for payment of program confirmation deposit. |
| October | Faculty leader | Screens and accepts students to the program. |
| October | Faculty leader | Returns a copy of each students' <i>Study Abroad Application, Release and Waiver</i> form, <i>Confirmation and Payment Agreement</i> form and all non-University of Minnesota forms to the Custom Program Director. |
| October | Custom Program Director | Processes student forms including student billing. |
| October | Faculty leader | Consults with Custom Program Director to set date and time of pre-departure orientation. |
| November | Faculty leader, Custom Program Director | Conducts pre-departure orientation. |
| November | Custom Program Director | Bills students for program fee (minus deposit). These funds go directly into a departmental account. |
| Upon program completion | Participants | Complete the online <i>Study Abroad Evaluation Form</i> provided by the Learning Abroad Center. |
| Within two weeks of program completion | Faculty leader | Submits all grades to department, as instructed by the Office of the Registrar. Failure to do this will result in delays of getting accurate program completion courses/grades on transcripts for students. |
| Within one month of program completion | Custom Program Director | Shares program evaluation summaries with faculty leader. |

Learning Abroad Center

230 Heller Hall, 271 19th Avenue South, Minneapolis, MN 55455
 612.626.9000 • 888.700.UOFM • 612.626.8009 (fax) • UMabroad@umn.edu • www.UMabroad.umn.edu