



Learning Abroad Center

Custom Programs

Activities, Responsibilities & Timeline Fall 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
December	Faculty Leader	Contacts Learning Abroad Center to discuss potential custom program. Meets with Custom Program contact to discuss procedures, responsibilities, and timeline.
February	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.
March	Custom Program contact	Reviews proposal and make recommendation for approval or non-approval.

New and On-Going Programs

When	Who	What
January	Faculty Leader	Finalizes course content and plans for logistical support. Provides Custom Program contact with the <i>Custom Program Information Form</i> .
February	Custom Program contact	Drafts <i>Letter of Understanding</i> (LOU) and forwards to the faculty member for signature.
February	Faculty Leader	Promotes program to targeted audiences.
March	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.
March	Custom Program contact	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.
April	Participants	Obtains application materials from the Learning Abroad Center website.
April	Faculty Leader	Collects completed application forms from students including the <i>Confirmation and Payment Agreement</i> forms for payment of program confirmation deposit. Screens and accepts students to the program. Returns a copy of each student's <i>Learning Abroad Application, Release and Waiver</i> form, <i>Confirmation and Payment Agreement</i> form and all non-University of Minnesota forms to a Custom Program contact.
May	Custom Program contact	Processes student forms and bills students for program deposit.
May	Faculty Leader	Conducts pre-departure orientation.

When	Who	What
May	Custom Program contact	Distributes online orientation access information to student participants.
July	Custom Program contact	Bills students for program fee (minus deposit). These funds go directly into a departmental account.
Upon program completion	Participants	Complete the online Study Abroad Evaluation Form 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 contact	Shares program evaluation summaries with faculty leader.

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