



Short Term Study Abroad Program First-Time Faculty Checklist

PHASE I:

- Attend a faculty interest meeting or schedule an appointment with the Office of Education Abroad by emailing adepner1@uca.edu
- Submit [an abstract](#) outlining the program you plan to lead by March 1st
- Submit signed [Short Term Study Abroad Faculty Approval Form](#) by March 1st*

Your abstract will be reviewed by the Office of Education Abroad and the Center for Global Learning and Engagement.

PHASE II:

- Meet with Office of Education Abroad staff to review feedback on submitted abstract

PHASE III (all documents submitted by April 1st):

- Complete [Faculty Data Form](#)*
- Read and sign [Faculty Guidelines](#)*
- Submit Short-Term Program Details form (itinerary and syllabi)

PHASE IV:

- Meet with Office of Education Abroad staff to make initial budgeting decisions.

*Each faculty member must submit this form individually.