

# GEOtips for Short-Term Abroad Trips

## A 3-step guide to getting started...

(v. 2/23/21, GEO)

### **Step 1:** The Provost and Dean's Office

- Navigate to the Provost's "Faculty Resources" webpage ([washcoll.edu/offices/provost-and-dean/forms-and-lists/](http://washcoll.edu/offices/provost-and-dean/forms-and-lists/)) to review the following 3 documents:
  - Travel with Students Overview and Approval Process
  - Short-term International and Domestic Off-Campus Concept Proposal Form
    - Concept Proposal Deadlines:
      - Winter or Spring Break dates: August 1
      - Summer Break dates: October 1
  - Short-term International and Domestic Off-Campus Full Proposal Form
    - Full Proposal Deadlines:
      - Winter or Spring Break dates: October 1
      - Summer Break dates: February 1
- If you are interested in using an approved third-party provider to help organize the travel components of the trip (which GEO recommends), please contact:
  - Associate Dean for International Education (Prof. [Rebeca Moreno](mailto:rmoreno2@washcoll.edu) [rmoreno2@washcoll.edu](mailto:rmoreno2@washcoll.edu)) or Global Education Office (at [geo@washcoll.edu](mailto:geo@washcoll.edu))
  - Washington College Faculty who have utilized said third-party providers and have offered to share their experiences with other faculty:
    - Prof. Michael Harvey – [mharvey2@washcoll.edu](mailto:mharvey2@washcoll.edu)
    - Prof. Jon McCollum – [jmccollum2@washcoll.edu](mailto:jmccollum2@washcoll.edu)

### **Step 2:** Promote the Approved Program and Solicit Applications for Participants

- This step includes sending your applicant list to the following offices for approval – meaning that if any of these offices have concerns about a student who has applied for the trip, they will contact you directly to explain their concerns:
  - Student Affairs
  - Health and Counseling Services
  - Residential Life
  - Public Safety

**Step 3:** Inform GEO and the College's Endowment Analyst, Investment & Risk Manager of the final, approved participant list. Once the participant list is sent to GEO, a GEO staff member will invite the Faculty Leader(s) to the Study Abroad Short-Term Programs Canvas Page, where you will find the forms mentioned below.

- Submit the following forms *at least* 1 month prior to departure
  - Risk and Liability Waiver forms for each participant
  - Short-Term Program Student Form
  - Participant List and Contact Information Form
  - Detailed Travel Itinerary
  - Off-Campus Trip Notification Form (via Public Safety)

***Enjoy the trip! Please send GEO pictures and stories to share on our web-site!***