

GEOtips for Short-Term Abroad Trips

A 3-step guide to getting started...

(v. 7/25/19, 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/) 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. Andrew Oros: aoros2@washcoll.edu) or Global Education Office (at 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
 - Prof. Jon McCollum – 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!