



## GLOBAL SEMINARS PROGRAM ESSENTIAL TASK AGREEMENT

This template provides an overview of the steps in planning and implementing a Global Seminar Program (GSP), and the ideal timeframe for these tasks. Due to the unique qualities of each program, this is **not a fully inclusive list of tasks**. However, this should act as a guide to the multiple steps required to have a course taught abroad. The Program Director (PD) and GSP Advisors will customize this agreement for each program.

Timeframe (Estimated)	Task	Parties Involved			
		Program Director	GSP Advisor	Safety Advisor	Other
	<b>Program Development</b>				
July	Submit proposal and budget to Go Global for next Summer Term programs. Faculty member submits contract to lead a program. Department submits contract to state supports for the program. Faculty, Department Head and Go Global sign off on Essential Task Agreement.	X			Department Head sign off
July to Aug	Prepare program proposal in consultation with Go Global, Global Seminars Program staff. Establish student learning goals, and integrate international and experiential learning opportunities appropriately.	X		X	
	Submit Proposal to Go Global	X			
	Submit Budget to Go Global	X			

	Strategic Program Planning to discuss recruitment and selection process	X	X	X	X?
	Ongoing meetings and communication with the GSP Advisor to continue strategy and task completion.	X	X		
	Create posters/web site material/promotional materials/template email messages	X	X		Communications Coordinator (GG)
	Create application process		X		Gateway Contact
	Determine pre-emptive selection process	X	X		
	<b>Recruitment and Promotion</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
September	Launch Promotion Campaign - Notify host departments to have Program Websites linked to Departmental Webpage. Include Global Seminar Announcement in Departmental mail-outs	X	X		Hosting Departments
	Identify key locations for poster		X		Student worker
	Go Global Promotion Events (ex: Imagine Day, Showcase)	X	X		<b>Communications Coordinator (GG)</b>
September-November	Conduct program specific recruitment strategy - Global Experience Fair - Classroom presentations - Student clubs - Departmental social media - Etc.		X		<b>Communications Coordinator (GG)</b>
September-March	Student Advising on appropriate fit for the program. Discuss academic integration, application processes, and financial planning	X	X		<b>Department Advisors</b>
	<b>Application and Selection</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
October - January (Depends on	Info sessions	X	X		

the program)	Confirm application process	X	X		
	Collect and compile applications by application deadline(s)		X		
	Conduct interviews	X	X		
	Review applications and select participants if requested		X		
November - February	Create and collect program acceptance materials including: Participant Agreements and Deposit payments	X	X		
October - January	Notify accepted and rejected students		X		
	<b>Pre-Departure</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
November-December	Establish pre-departure plan (Small or large format). Identify what students need to know, experience, consider prior to departure. Ex: Safety, Logistics, Intercultural Understanding, Group Norms and Dynamics	X	X	X	Alumni
January-March	Coordinate the development of pre-departure learning sessions		X		
December-March	Coordinate pre-departure logistics (# of meetings, locations)		X		
March-April	Evaluate the pre-departure session		X		
	<b>Safety Planning</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
At least 2-3 months prior to start of GSP	Submit Safety Planning Record: Risk assessment and mitigation plan	X	X	X	
At least 2-3 months prior to start of GSP	Participate in First Aid Course (if desired)	X			
At least 6 weeks prior to departure	First Aid kit review session	X	X	X	

January - March	Collect health information including health issues, allergies and food preferences.		X		
April	Ensure that students register in the Student Safety Abroad Registry		X		
April	Provide a Safety briefing covering emergency response protocols			X	
Within 24 hours of arrival	Report safe arrival of all students and staff to GSP Advisor	X			
Within 24 hours of arrival	Provide on-site orientation for students	X			Teaching Team/Local staff/SSA Team
Within 24 hours of incident	Notify GSP Advisor of any incidents that occur	X			Teaching Team
At mid-point of GSP	Mid-program check in with GSP Advisor	X	X		Teaching Team
	<b>Program Finances</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
February - March	Identify vendors and provide Go Global payment information	X			
February - March	Submit Payment information to Finance		X		Finance
March	Travel Advance	X	X		X
	<b>Course Logistics</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
March	Register students in their course(s)		X		Department Administrator
March	Register students in their Exchange code		X		Go Global Staff
April - June	Liaise with partner universities for official transcripts		X		
	<b>Program Evaluation</b>	<b>Program Director</b>	<b>GSP Advisor</b>	<b>Safety Advisor</b>	<b>Other</b>
April-June	Create program evaluation	X	X		

Within 1 month of end of program	Send students evaluations, encourage completion, and analyze and summarize results		X		
Within 1 week of end of program	Program Debrief	X	X		Teaching Team
Within 4-6 weeks of end of program	Complete GSP Advisor report		X		