# Short-Term Program Planning Calendar

<table>
<thead>
<tr>
<th>Intersession Deadlines</th>
<th>Spring Break Deadlines</th>
<th>Summer Deadlines</th>
<th>Planning and Tasks to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2015</td>
<td>August 2015</td>
<td>August 2015</td>
<td>Start planning Short-Term 2016 Programs. Secure approval from Department Chair and Dean to offer program.</td>
</tr>
<tr>
<td>September 21-25, 2015</td>
<td>October 1-7, 2015</td>
<td>October 1-7, 2015</td>
<td>Discuss schedule of activities and preliminary budget with the Vice Provost. Any changes to the previous year's activities should be highlighted. Any changes to the activities after the initial approval must be re-approved. Establish accurate program fee.</td>
</tr>
<tr>
<td>October 2015</td>
<td>October 1-7, 2016</td>
<td>October, March, 2016</td>
<td>Promote program and recruit students. Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights, and Responsibilities (OSCCR) will grant disciplinary clearance enabling students to advance in the application process. Request for and receive training for Purchasing Card if needed. Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements.</td>
</tr>
<tr>
<td>October 7, 2015</td>
<td>January 11, 2016</td>
<td>February 29, 2016</td>
<td>Submit budget and detailed program of activities for approval from the Vice Provost. Expenditure requests including hotel deposits and program-related contracts must be approved by the Vice Provost and processed through the Manager of Operations.</td>
</tr>
<tr>
<td>October 9, 2015</td>
<td>February 1, 2016</td>
<td>March 4, 2016</td>
<td>Preliminary list of students due to the Center for Global Education (CGE).</td>
</tr>
<tr>
<td>October 23, 2015</td>
<td>February 26, 2016</td>
<td>March 14, 2016</td>
<td>Deposit due to One-Stop for confirmed student participants.</td>
</tr>
<tr>
<td>October 26, 2015</td>
<td>February 2, 2016</td>
<td>March 28, 2016</td>
<td>Submit final budget to the Manager of Operations. CGE will post fee prior to registration.</td>
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<tr>
<td>November 12, 2015</td>
<td>February 29, 2016</td>
<td>April 8, 2016</td>
<td>Submit final list of students to the Center for Global Education (CGE).</td>
</tr>
<tr>
<td>November 23, 2015</td>
<td>February 8, 2016</td>
<td>April 21, 2016</td>
<td>All student compliance forms due to the Center for Global Education (CGE).</td>
</tr>
<tr>
<td>November 16 – 20, 2015</td>
<td>February 8, 2016</td>
<td>April 11-15, 2016</td>
<td>Request and obtain approval of travel advance through Concur if needed. Meet with the Vice Provost for Faculty/Staff Orientation. Schedule Pre-Departure Orientation for students.</td>
</tr>
<tr>
<td>December 7, 2015</td>
<td>March 7, 2016</td>
<td>May 2, 2016</td>
<td>Final itinerary/detailed schedule of activities and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due to CGE.</td>
</tr>
<tr>
<td>December 18, 2015</td>
<td>March 4, 2016</td>
<td>May 2, 2016</td>
<td>Tuition due to One-Stop for all students participating in program.</td>
</tr>
<tr>
<td>Upon Arrival</td>
<td>Upon Arrival</td>
<td>Upon Return</td>
<td>Faculty or staff must communicate the safe arrival of all participants by email to the Vice Provost and CGE. Conduct on-site Orientation (discuss ground rules and safety issues).</td>
</tr>
<tr>
<td>Upon Return</td>
<td>Upon Return</td>
<td>Upon Return</td>
<td>Post-Trip Evaluation submitted to the Vice Provost. All expenditures with receipts must be reported through Concur.</td>
</tr>
</tbody>
</table>

Templates and forms can be downloaded from: [http://www.usfca.edu/Provost/Immersion_Trips/](http://www.usfca.edu/Provost/Immersion_Trips/)

Last Updated 8/5/15
In pursuit of its mission, USF promotes a global perspective. USF aims to increase the number of students studying abroad, whether it is semester long or short-term study abroad. The Vice Provost oversees the Center for Global Education (CGE), which supports students who wish to study abroad. In addition, the Arrupe Justice Immersion Trips are included in the short-term study that offers programs within the United States and international destinations. The Vice Provost and CGE staff will work closely with faculty to ensure the safety of students overseas, risk management compliance, and financial resources.

**PRE-DEPARTURE DOCUMENTATION**

1. All participants must complete the various compliance requirements from the following link: [http://www.usfca.edu/studyabroad/shortterm/forms/](http://www.usfca.edu/studyabroad/shortterm/forms/)

   Please be aware there are two parts: online submission and hard copy submission. The online submission forms are:

   a. Participant Information Form
   b. Behavior Contract
   c. Travel Intent

   The hard copy submission documents must be sent to the Center for Global Education (UC C2 Floor):

   a. Disciplinary Clearance Form (DCF) (Undergraduate students only—Students must complete a DCF prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCCR) will grant disciplinary clearance enabling students to advance in the application process.)
   b. Original Waiver Form bearing student’s signature (CANNOT be sent by email, HARD COPY ORIGINAL ONLY)
   c. Copy of student’s passport (can also be emailed to stp@usfca.edu)
   d. Copy of student’s flight itinerary (can also be emailed to stp@usfca.edu)

All participants are required to have health insurance in order to participate in university sponsored off-campus or international activities. Students are to indicate their health insurance information in the Participant Information Form – this section cannot be left blank.

2. Faculty should urge students to complete the compliance forms in a timely manner. In addition, faculty will be required to submit a final class roster of all students’ full names, including their USF ID#s and email addresses. The Center for Global Education will need this in order to track students who have not completed the compliance requirements.

3. USF/ACE/AXA Assistance USA Card – this supplemental coverage is automatic for all USF employees and registered USF students participating in university approved international programs. USF/ACE/AXA Assistance USA cards will be given to faculty/staff when all participants’ original documentation has been given to the Center for Global Education (UC C2 Floor).

**STUDENT SCREENING**

1. Faculty or staff must email a list of confirmed participants with USF ID# to nobles@usfca.edu two weeks prior to the time of registration. The list will be shared with CAPS and OSCRR for identification of individuals who should not participate in an international program. This list must be emailed at the time students register for the program.

2. Any disclosure on the part of the student that may affect her/his participation in the program should be discussed with the Dean of Students.

**DETAILED ITINERARY AND EMERGENCY PLANS**

Itinerary and Emergency Plans must be emailed to nobles@usfca.edu at least two weeks prior to departure date.

1. **Itinerary** – A detailed program of activities must be approved by the Vice Provost at least two months before the program begins. Itinerary must include day-to-day activities including times, locations, and all pertinent local contact information (i.e., hotel telephone, personal cell phone, travel agent contact, etc.).

2. **Emergency Response Plan (ERP)** – Including detailed steps to be followed by faculty/staff in case of medical emergencies, arrests, psychological difficulties, seriously disruptive behavior, natural disasters, political unrest, terrorism, outbreak of infectious diseases, or death or disappearance of students.

3. **Emergency Communication Plan (ECP)** – Including details on how students are to be informed of news or action to take in case of an emergency.

4. **Emergency Evacuation Plan (EVP)** – May be required for some destinations.

**EMERGENCY CONTACT CARDS**

Faculty/Staff should provide all participants with an emergency card that includes the University’s logo and:

a. Name, telephone, and address of local residence (written in the local language)

b. Telephone numbers of all onsite personnel (faculty, staff, coordinator, etc.)

c. Public Safety Dispatch number: 001-415-422-2911

d. USF’s 24/7 emergency telephone number: 001 415-994-4330

e. Telephone of closest U.S. Embassy or Consulate

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**Who to Contact for What:**

**PROGRAM PROPOSALS**

Shirley McGuire  
Senior Vice Provost  
mcguire@usfca.edu, ext. 6103

**ARRUPE JUSTICE IMMERSION PROGRAMS**

Kique Bazan  
Associate Director for Global Social Justice and Community Action  
lebazan@usfca.edu, ext. 2708

**FINANCIAL RESOURCES**

Linda Ng  
Manager of Administrative Operations  
lmg@usfca.edu, ext. 3900

**COMPLIANCE FORMS**

Allyn Nobles  
Associate Director, Center for Global Education, Study Abroad  
nobles@usfca.edu, ext. 2843