

IMMERSION PLANNING CHECKLIST FOR FACULTY

CONCEPTION

- Intent meeting with AVP
- Proposal to Deans and AVP
- Optional support meeting with staff
- Upload to Curriculog

PLANNING

- Draft budget and itinerary (support from staff)
- Budget approval by AVP
- Marketing and Website (with staff)
- CRN and Syllabus
- Open pre-registration
- Provide scholarship distribution info
- Host Info Sessions for Students

IMPLEMENTATION

- Select Students
- Risk Management training
- Final Itinerary due
- Pre-Immersion meetings w/ students
- Provide payment invoices

IMMERSION

- Report to risk management

ASSESSMENT

- Post-Immersion assessment

NOTES

CONTACTS

AVP

Anastasia Vrachnos

avrachnos@usfca.edu

Staff

Luis Enrique Bazan

lebazan@usfca.edu

Risk Management

Allyn Robles

nobles@usfca.edu