Development Checklist

Design exchange via an Agreement and acquire necessary approvals/signatures:

☐ Draft the agreement using the Student Exchange Agreement template.
  o Agreements should be consistent with education abroad ethics & principles. For reference see:
    ▪ Forum on Education Abroad’s Code of Ethics
      http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf
    ▪ NAFSA: Association of International Educator’s Ethics and Principles
      http://nafsa.org/about.sec/governance_leadership/ethics_standards
    ▪ Council on International Education Exchange’s (CIEE) Educational Principles
      http://www.ciee.org/about/educational_principles.aspx

☐ Review and Approvals:
  o Risk Management
  o Campus Counsel
  o Department Chair and/or Dean, as required by School
  o Dean of Graduate Division and/or the Dean of Undergraduate Education, as needed depending on level of students included in the exchange.
  o Executive Vice Chancellor and Provost

☐ Partner institution signature

Determine program budgets for incoming and outgoing students. What is the total estimated cost (including tuition, housing, travel, etc) for incoming & outgoing students to participate on the exchange?

Determine an operating budget. How much will it cost your department to operate the exchange and where will any funding come from?

Create an application and selection process for prospective outgoing student participants.

Determine how to promote the exchange to students. Information on-line, hardcopy, info sessions, etc.

Consider pre-departure and re-entry orientations for outgoing students. May collaborate with CIE.

Consider arrival orientation for incoming students. May collaborate with CIE and the International Center (IC).

Create a pre-departure and post-departure withdrawal procedure. May gather example procedures from CIE.

Create an emergency communication plan.
  ☐ Designate someone in your department for incoming students to contact in case of a personal, environmental, or public emergency.
In the case of an environmental or general emergency you must: locate students, ensure they are safe, advise the students to notify their families at home that they are safe, and notify their home institution's primary contact. If any student is injured, frightened, etc., assist the student as needed. Then notify the home institution's primary contact.

- In the case of serious injury or death, contact UCI Dean of Student's Office
- You should ensure that the partner institution abroad will provide the same as the above to UCI students attending their institution.
- Designate someone in your department for the partner institution to contact in case a UCI student abroad has an emergency. Following privacy policies, that person may or may not convey information to the student's parents/family.

**Determine how you will provide information and services to incoming students.** You may want to provide the below information via the web site, hardcopy materials, and/or face to face advising. (You should ensure that the partner institution abroad will provide the same to UCI students attending their institution).

- Student Visa requirements & application process. Contact Anna Wimberly at the IC.
- Health Insurance & Safety information. See an example emergency card.
- Information available on the CIE Reciprocity web site for the following: Off campus housing
  - Check in/arrival information
  - Photo ID card
  - Email account
  - How to engage with the UCI and Orange County community: join clubs, get a UCI peer mentor, etc
  - What students need to do at UCI before they return home: paying any zotbill or library fees, etc.

**Determine how you will provide information and services to outgoing students.** You may want to provide the below information via the web site, hardcopy materials, and/or face to face advising. (You should ensure that the partner institution abroad will provide the same to their students attending UCI).

- Exchange program details: duration, purpose, available classes, class equivalencies, type of credit, etc. May gather ideas of what to include from Tasha Alexander at CIE.
- Program application process. May gather ideas/samples from CIE.
- Behavioral and academic expectations. May gather ideas/samples from CIE.
- Pre-departure requirements: mandatory orientations, health clearances, waiver of liability form, visa application, etc. May gather ideas/samples from CIE. Partner should provide information on visa application process.
- Host country culture. Get ideas and resources from partner and/or CIE.
- The challenges of living abroad and tips for success abroad. Get ideas and resources from CIE.