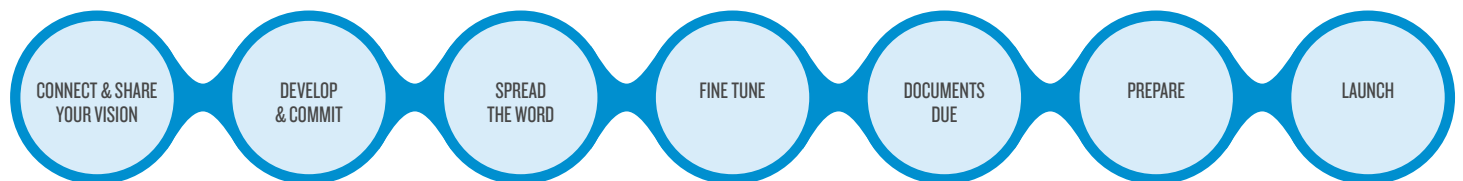


# PROGRAM TIMELINE GUIDE

FACULTY-LED &  
CUSTOM PROGRAMS



## PLAN A PROGRAM WITH US



# CIEE TIMELINE FOR FACULTY-LED & CUSTOM PROGRAMS

We're excited to learn of your interest in creating a faculty-led program with CIEE! The following timeline outlines our time-tested process for creating successful faculty-led programs abroad. While plenty of high-quality programs have been developed in shorter time frames, in our experience, 12 – 18 months is ideal! Regardless of when you get the ball rolling, rest assured, our experienced staff is on-call and ready to help every step of the way to make your program an unforgettable academic adventure!



THE WORLD IS OUR CLASSROOM. JOIN US.

[ciecee.org/custom](https://ciecee.org/custom)

300 Fore Street

Portland, ME 04101

1-855-214-9559 | [custom@ciecee.org](mailto:custom@ciecee.org)

12 – 18 Months Prior

## 1 CONNECT & SHARE YOUR VISION

Connect with your study abroad office or your department's study abroad coordinator to confirm your institution's process for program approval. Once you're clear on the requirements, share your program vision by completing the CIEE Program Development Questionnaire and returning it to a member of our team.

6 – 10 Months Prior

## 2 DEVELOP & COMMIT

Based on the information in your questionnaire we'll draft a program proposal that meets your curricular and budgetary needs. CIEE will then draft a Memorandum of Understanding (MOU) incorporating expectations for all parties. In most cases, your study abroad office will facilitate the signing of this document which must be done at least 6 months before the program begins.

6 Months Prior

## 3 SPREAD THE WORD!

Once your MOU is signed, it's time to start spreading the word! From our experience, faculty who play a big role in student recruitment are most successful. Our CIEE Recruitment Toolkit contains everything you need to launch a successful recruiting campaign.

3 – 5 Months Prior

## 4 FINE TUNE

Fine tune your itinerary. Work closely with CIEE onsite staff to ensure every detail of your program has been addressed to your satisfaction.

2 – 4 Months Prior

## 5 DOCUMENTS DUE

Submit program participant list to CIEE 2.5 months before your program begins (4 months for Cuba and Russia), signed participant and faculty agreements, and medical forms. Hint: Working with a central coordinator in your department or your study abroad office on campus is key to staying organized.

1 Month Prior

## 6 PREPARE

You and your group will take part in our Online Predeparture Orientation (OPDO) covering what to expect when you arrive, what to pack, currency exchange info, cultural considerations/norms of the location, safety and security basics, and more. You'll also conference call with the CIEE onsite director at your destination to go over the program itinerary and confirm all program details.

## 7 PROGRAM BEGINS!

CIEE staff will welcome you onsite at the airport and provide an orientation for you and your students to help you get acquainted with our building, the surrounding area, key safety and security tips, and cultural considerations. A CIEE program assistant will accompany you on CIEE-coordinated activities to ensure everything runs smoothly and provide 24/7 emergency support.

**HIGH QUALITY PROGRAMS TAILORED  
TO YOU AND YOUR STUDENTS**

**FACULTY-LED &  
CUSTOM PROGRAMS**



cīee®

# THE OPTIONS ARE ENDLESS

## RESOURCEFUL...

No matter what your academic focus, CIEE has the resources and global infrastructure to help you develop an innovative faculty-led program for you and your students. From international relations to engineering, service-learning to history, fine arts to education – we've got you covered.

## EXPANSIVE...

Each of our 50 locations is staffed with full-time professionals who are well-connected to the local community. That means you and your students get an authentic cultural experience and around the clock support and guidance.

## FLEXIBLE...

You decide what time of year and length works best for you and your students. Short-term, summer, semester or yearlong – January through December, the decision is all yours.

## ALL INCLUSIVE...

Unlike other international education providers, CIEE's program fees are all-inclusive: there are no hidden charges, extra costs, or disappointing surprises upon arrival. From 24/7 emergency assistance to cultural excursions, one program fee allows ALL participants the opportunity to maximize their time abroad.



## HEALTH, SAFETY AND SECURITY

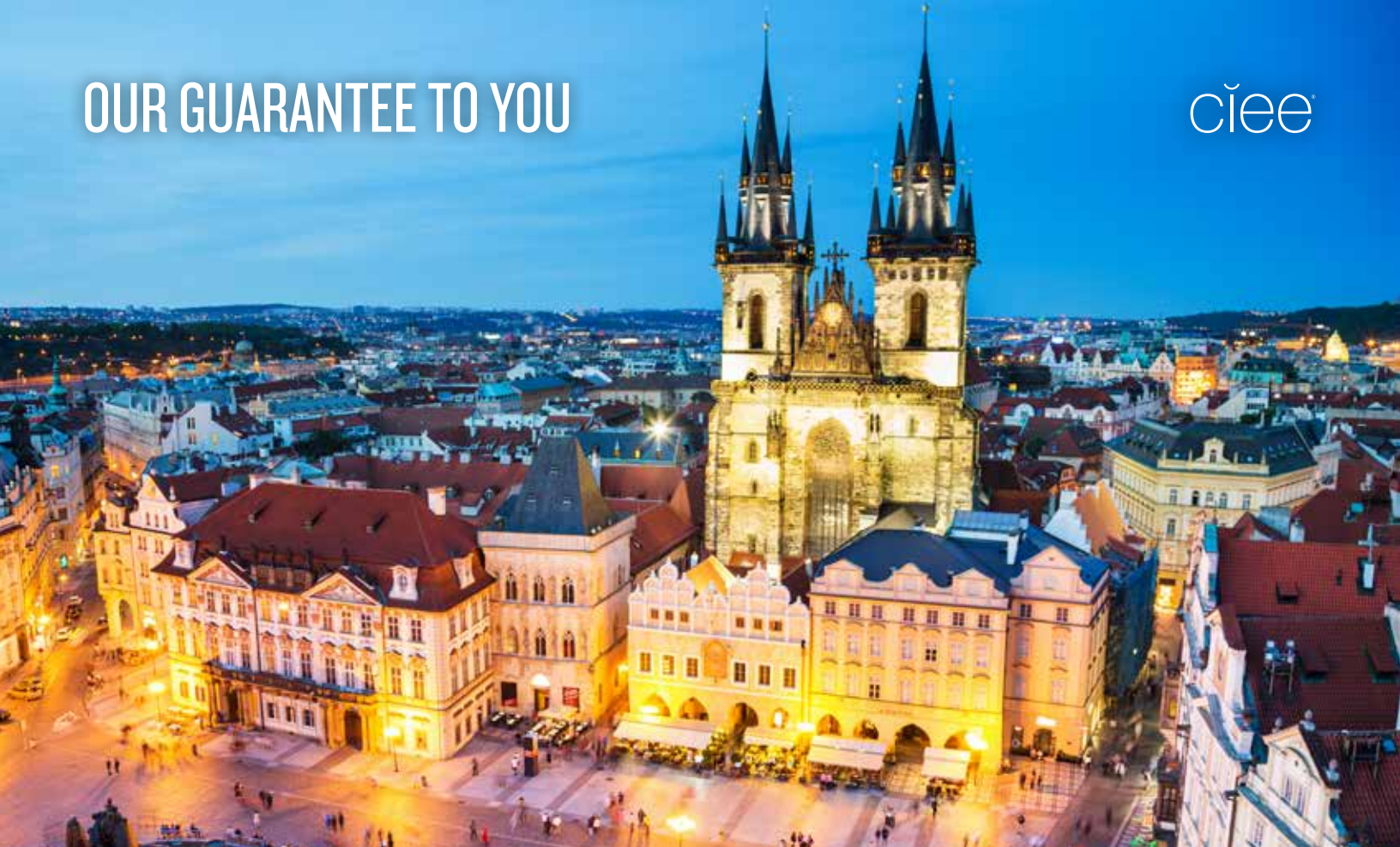
The health and safety of you and your students is our top priority. Each of our 50+ sites are regularly assessed using international risk management standards to make certain our programs can be safely and successfully run. In addition, our professional onsite staff are thoroughly immersed in the community and trained to support the physical and mental wellbeing of every student.

**LET US GET TO WORK ON A PROGRAM FOR YOU!**

Contact us at: 855-214-9559 or [custom@ciee.org](mailto:custom@ciee.org)

# OUR GUARANTEE TO YOU

cīee



## OUR GUARANTEE TO YOU, YOUR STUDENTS, AND YOUR ACADEMIC INSTITUTION

For more than 70 years, CIEE has been the world leader in international exchange, committed to providing quality, rigorous study abroad opportunities that are most relevant to our nation's students. We strive to support the demands of students, faculty and study abroad administrators through the most comprehensive menu of programs and services in the field.

Our mission is to help students gain understanding, acquire knowledge and develop skills for living in a globally interdependent and culturally diverse world.

## FACULTY-LED & CUSTOM PROGRAMS

To that end, we promise...

- The highest quality academic programs that deliver profound cultural experiences.
- Professional, reliable onsite staff from Beijing to Buenos Aires and everywhere in between.
- Security protocol that ensures safety for all.
- Full-service logistical support for housing, transportation, guest lectures, excursions and more.

**Faculty have been trusting us to deliver exceptional international education experiences for more than 70 years. You can too!**

“The staff are incredible that we worked with. Also, it is clear that CIEE has a critical understanding of how to learn and teach service.”

—Diane A., Santiago, DR, Spring 17

“CIEE handled our trip expertly! They couldn’t have been more helpful, and we really appreciated the effort they made to get to know our leaders and our students and make recommendations accordingly.”

—Kevin F. Dublin, Ireland, May 17

“The CIEE staff were prepared, fluid, flexible, loving, fun, knowledgeable, creativity, attentive, interesting, culturally aware, willing to learn, willing to teach, did samba and passinho, hiked with us, ate the same food, laughed..”

—Eero H., Rio de Janeiro, Spring 17

“The one-on-one support I received while on location was unmatched by any other provider.”

—Jessica H. St Petersburg/Moscow, Summer 17

**LET US GET TO WORK ON A PROGRAM FOR YOU!**

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