



Summary of Faculty-led Study Abroad Best Practices from the University of Georgia IDEAS Incubator Workshop:

The following is an adaptation from a white-paper on best practices in Faculty-Led Study Abroad, created by the University of Georgia following the IDEAS Incubator Workshop on their campus. Please see [the full document at this link](#).

There is not a one size fits all approach to faculty-led study abroad. As the organizer, you have to get out of your office and work with your resources and institutional structure to make a successful program. Be strategic. Identify your goals and consider how your goals relate to your partner's. Be prepared to talk about how study abroad and how your initiatives reflect the institution's goals and mission as well as how you can be an advocate for their office/initiatives. Encourage relationships at all levels; not every collaboration is done on a director-to director level.

- **Communication:** Communication is the most important piece for study abroad, all departments need to identify a study abroad champion because programming is different from what happens for regular classes. Keep communication with students and faculty open and direct.
- **Application process:** Each campus does things differently, but each unit must develop what works with the current system. Identify students that need extra support as early as possible so needs can be addressed for program participation.
- **Risk management:** Having policies and procedures in place, and practicing those measures, is necessary. Develop contacts with inside and outside agencies that can help in an emergency – embassies, consulates, insurance companies, etc
- **Financial systems:** While all campuses are different, it is necessary to meet with the budget department to determine best practices for each element of study abroad accounting – be sure to identify a champion.
- **Technology tools:** Keeping faculty, students, and study abroad staff on the same platform is necessary for keeping the dialogue running before, during, and after the program. Find an IT champion to discover how to keep everyone in contact both in and out of country.
- **Student recruitment:** Having study abroad ambassadors helps spread the word. Students hearing from their peers normalizes the practice among students. Previous program participants are your best resource! Have class discussions where possible, and be available to students who have questions.
- **Post-program evaluation:** It is imperative to have accountability and measures for each study abroad program. Evaluate from both student and program manager perspectives. Be sure to evaluate the course and the location with students. Additionally, study abroad should have a separate evaluation from the course evaluation that academics conducts for each class