



IDEAS Virtual Institute Schedule Template

A required section of your proposal to host an IDEAS institute is a draft institute schedule. Below is a sample template to guide your development of this schedule. Total content should not exceed 16 hours. The below template is a suggested format. Different schedule configurations beyond that depicted below will be accepted and reviewed.

The content should include a balance of speakers, collaborative synchronous sessions, asynchronous assignments, and knowledge sharing. The schedule should highlight key goals and institute content, as well as personnel responsible for leading sessions. If any one synchronous session is longer than 90 minutes, breaks should be included throughout the event's schedule.

IDEAS Incubator Institute Schedule

Institute Title

Sample Institute Title: "Assessing the Impact of Short-term Faculty-led Programs"

Topic Area: Proposal Topic Area (select one):

1. Assessment and Evaluation
2. Building Cross-Campus Partnerships and Support for Study Abroad
3. Developing Institutional Financial Strategies for Expanding Study Abroad
4. Developing Study Abroad Programs Linked to Local Industry and Job Needs
5. Establishing Effective Partnerships with International Host Institutions
6. Integrating Study Abroad into STEM Curricula
7. Recruiting, Preparing, and Engaging Faculty as Program Leaders
8. Study Abroad 101: How to Build Your First Programs
9. Virtual and Hybrid Programming: Strategies for Engaging New Students and New Destinations in Study Abroad

Sample Institute Overview: This institute will introduce participants to basic frameworks for assessing the impact of short-term (less than four weeks) faculty-led study abroad programs through program examples from (host institution + partner institution(s)), networking sessions, and will include asynchronous reading and discussion board assignments in between live sessions. By the end of this institute, participants will have an actionable assessment plan to implement for one or more programs on their campus.



Schedule; Date (note all times are in EST)

Day 1 (2 hours)

8:30 – 9:00 AM

Welcome Remarks by IDEAS, Department of State, and Host Institution

Goal: Provide an overview of the day and introduce participants to each other, IDEAS initiatives, the U.S. Department of State and (host).

Description:

9:00 – 10:30 AM

Session A (Presentation + Group Activity)

Facilitator/Speaker:

Goal:

Description:

Asynchronous content (1.5 hours)

Reading Assignment A

Goal:

Description:

Day 2 (2 hours)

8:30 – 9:00 AM

Recap and Discussion

Goal: Discuss reading assignment and progress made since last session.

Description:

9:00 – 10:30 AM

Session B (Presentation + Group Activity)

Facilitator/Speaker:

Goal:

Description:

Asynchronous content (1.5 hours)

Campus Collaboration Assignment B

Goal:

Description:

Day 3 (2 hours)

8:30 – 9:00 AM

Recap and Discussion

Goal: Discuss reading assignment and progress made since last session.

Description:

9:00 – 10:30 AM

Session C (Presentation + Group Activity)

Facilitator/Speaker:

Goal:

Description:

Asynchronous content (2 hours)



USA Study Abroad



IDEAS

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Participant Discussion Group Assignment C

Goal:

Description:

Day 4 (2 hours)

8:30 – 9:00 AM

Recap and Discussion

Goal: Discuss reading assignment and progress made since last session.

Description:

9:00 – 10:00 AM

Session D (Presentation + Group Activity)

Facilitator/Speaker:

Goal:

Description:

10:30 – 11:00 AM

Wrap-up and Closing Remarks

Total time: 13 hours