LEARNING ABROAD CENTER

UNIVERSITY OF MINNESOTA

Global Campus Partner Program (GCP) Intake Questionnaire

Prior to Intake Meeting

1. Enroll in the Canvas Leader Portal and review content and resources for program leaders (ideally before intake meeting).
   a. Enroll in the associated course on Training Hub. After enrollment, you'll be able to launch the Canvas site with the leader resources.
   b. Bookmark the Canvas site to make it easier to access later.
   c. Steps to Enroll:
      i. Visit https://training.umn.edu
      ii. Select the "Course Catalog" button
      iii. Keyword: LAC100 and/or Department offering training: Learning Abroad Center
      iv. Select: Education Abroad Program Leader Resources
      v. Click green button: +Enroll in Course
2. Review and utilize the GCP Responsibility Matrix (linked in the leader Canvas site)
3. Review, sign, and submit the Letter of Understanding for 2022–2023 programs.
4. Review the information below that the Learning Abroad Center (LAC) must have prior to your program going abroad. The more information you have to share at the start, the better. However, we will provide opportunities and reminders to continually share information as you get it through the course of your program development.

Opening Student Applications

We need the information below to create a new Program and/or Track+Term. Applications can go live once we have all of the information below. Have this information ready to share during the initial intake meeting.

- Program name
- Program dates
- Program locations
- Program term
- Credit type (resident or non-credit)
- Open to non-UofM students or not
- Department emergency contacts
- Program leader(s) contacts
- Web page content (if applicable)
- Completed LOU

Program Information

Official Program Title:

Web Page

If this is a new program that requires a website, or if you have some updates for an existing program, complete the Website Information Form. Program web page will go live once the LAC has the requested web content, aforementioned program information, and a signed LOU. If you do not require a web page, tell your LAC contact this in your intake meeting.

Emergency Contact Information

Discuss and gain the consent of your emergency contact(s) prior to assigning them for your program. Discuss the responsibilities found on this page with your emergency contact(s).

Departmental Emergency Contact(s):

This is someone that will be U.S. based during the program and will have 24/7 phone answering capabilities.

- First name; last name; internet ID, email address, position title; mobile phone; work phone

Materials

- Letter of Understanding (LOU): A signed LOU will be uploaded to the program in Slate. This is necessary in order to open applications.
- Program contracts: Share signed on-site partner contract(s) and we will upload them to the program in Slate.

Program Contacts

An individual can cover more than one program contact need, as applicable. Example: program leader and application reviewer, or emergency primary contact and dept. admin contact.

Student program application reviewer:

- Application reviewer first and last name (If different from program leader), reviewer internet ID, title, email address, phone

Administrative contact:
Person to questions on program logistics, contracts, budgets, etc. (if different from program leader and/or Application reviewer)

- Administrative contact first and last name, administrative contact internet ID
- Secondary administrative contact (if applicable)

Program leader

- Program leader first and last name, title, email address, office phone, mobile phone/in-country phone

Co-leader (if applicable)

- Program leader first and last name, title, email address, office phone, mobile phone/in-country phone

Program Track+Term

Program Dates

LAC will only add exact program dates once they are finalized, as program dates inform insurance dates—so they must be exact. Until dates are final, we will include a program duration.

- Term:
- Application deadline:
- Program duration:
- Start date:
- End date:

Program Locations

Country/Countries:

City/Cities:

All the overnight stops that will be made on the program, including city arrival and departure dates are needed, eventually.

Course Information

Program type: taught entirely abroad or embedded (combines on-campus classes and learning abroad):

Number of credits:

Course designator (home department):

Course number:

Section number (generally a 5xx number):

Notes:

Is this course fully approved in ECAS?

Note: If the course is not fully approved in ECAS, work with your department scheduler to get the course fully approved.

Grade base: A/F, Pass/Fail, Non-Credit, Audit (check all that apply)

(If audit is possible, a departmental letter of support is required. Provide letter to LAC program contact.)

Instructor(s) of record

- Instructor of record EMPL ID:

Is this course required for all students?

Provide the same information as above if there are multiple course numbers for this program.

NOTE: Share this course information and UMN Instructor-Led Study Abroad Class Scheduling Process information with your department scheduler.

Financial Information

Program fee (What to charge students)

Is your program open to non-UofM students?

- If so, program fee for non-UofM students

Complete and submit the GCP Budget worksheet.

NOTE: The LOU asks for EFS information: fund, dept ID, program, CF2 (optional)

Reminder:

- Be sure to set up the combo code.
- Billing for application fee, program fee, and deposit cannot occur until the combo code has been set up. See Creating Combo Codes for HRMS and Campus Solutions (Student) Transactions.

Emergency Contact Information/Emergency Plan

On-site provider: On-site provider contact information: First and last name, email, title, phone number(s), emergency contact number, emergency services number.

This information will be listed in the Program Contacts section of the student portal, so students have this information available at any time while abroad.

Additional To-Dos

Prior to Departure

- Sign Program Leader Acknowledgement (online form) and obtain CISI international insurance through the University of Minnesota Travel Registry.
- Attend a Health and Safety Workshop. The Learning Abroad Center conducts at least three each semester. As a program leader, you are required to attend one every academic year. Check if your program requires ITRAAC, and complete ITRAAC Petition if necessary.
- Emergency plan: You are encouraged to complete an emergency plan for your program and each location/with each on-site partner included in your program. Below are suggested ideas to consider/include in your emergency plan.

U.S. Embassy or Consulate
The U.S. Embassy or Consulate in your host country(ies) can assist you and your students in an emergency such as lost or stolen passport or natural disaster. Look up contact information for the U.S. Embassy or Consulate near each stop on your itinerary and have contact information available for leaders and students. **The Learning Abroad Center will register your group** with the local U.S. Embassies via the Smart Traveler Enrollment Program (STEP) so you can receive security and safety updates during your trip.

Contingency Plan for Emergency Situations

Consider the following questions to frame a contingency plan.

1. What are the procedures for students contacting the on-site program provider?
2. How will the on-site provider contact program leaders in the event of an emergency?
3. How will students contact program leaders?
4. How will program leaders contact students and how quickly can this can be accomplished? (2 hours, 4 hours, 8 hours, based on where students are at the time?)
5. Where are the designated meeting points within your program city(ies)? (It is advised to pick two meeting points, one likely being student housing or school location)
6. How will program leaders contact the University of Minnesota in the event of an emergency?
7. How can the University of Minnesota contact program leaders and on-site providers?

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