

Time Line for Planning/Executing a Study Tour Penn State's College of Agricultural Sciences

Make an appointment with Ketja Lingenfelter to discuss your Study Tour idea/plans ONE YEAR prior to planned study tour (863-4164 or ketja@psu.edu).
Receive approval from appropriate Unit Leader
Create a 299 or 499 one semester course with suffix if necessary by filling out http://www.psu.edu/ufs/scca/sched-one-semester_titles.html and turning it in to Kathy Pletcher, 101 Ag Admin.
Promote Study Tour (flyers/posters/list serves/class announcements/AgSciStudentNews e-newsletter)
Apply for appropriate PSU Embedded Program Resources. Deadlines September 1 and February 1. http://www.global.psu.edu/faculty_staff/travel_grants.cfm
Promote Study Tour (flyers/posters/list serves/class announcements/AgSciStudentNews e-newsletter)
Conduct Information Session/Sign Up Participants. Do this early in the fall semester if spring semester study tour.
Submit required PSU Education Abroad Office documents, Pre-Decision: Checklist for Embedded Education Abroad Programs, 4 to 6 months prior to program departure: http://www.global.psu.edu/ea/undergraduate_embedded.cfm
Register students for course
Begin course
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Collect PSU REQUIRED Student Forms: code of conduct, emergency and health info, etc.
Make necessary flight/on-ground transportation/lodging reservations
Submit required PSU Education Abroad Office documents, Post-Decision: Checklist for Embedded Education Abroad Programs at least 3 weeks prior to program departure: http://www.global.psu.edu/ea/undergraduate_embedded.cfm
Conduct pre-trip orientation sessions. Handouts are available from Ketja Lingenfelter.
File copy of Itinerary and Student Roster with emergency numbers with International Programs/CAS and with your unit
Take trip
SEND POST CARDS TO INTERNATIONAL PROGRAMS/CAS! & ANY DONORS
Return from trip—show everyone your pictures!
Meet with Deanna and Ketja for debriefing
Share any final report or group project with International Programs/CAS
Give college seminar on trip