



# UMAIE MASTER SCHEDULE FOR FACULTY

## JANUARY 2018 – JANUARY 2019 – JANUARY 2020

### 2018 JANUARY

### *UMAIE 2018 Courses depart/return*

JANUARY 2	2019 Faculty Directors signed contract letters submitted back to Kathy at UMIE Secretariat Office: Kathy@semint.com
FEBRUARY 2	<b>Deadline: Faculty Directors submit 2018 grade reports and travel arrangements evaluation to Kathy at UMAIE Secretariat Office</b>
FEBRUARY 6-24	Seminars International staff, along with UMAIE Board Members meet with <i>2018 Faculty Directors to debrief</i> 2019 Faculty Directors to confirm arrangements and review UMAIE procedures <i>Future Faculty Directors to encourage new courses</i>
FEBRUARY 12	UMAIE website and Studio Abroad updated with 2019 preliminary course descriptions and Summary Sheet (without pricing) and PDF of each sent to all campuses <b>Deadline: Faculty Directors submit 2018 financial reports due to Kathy at UMAIE Secretariat office</b> SCU Study Abroad Fair
FEBRUARY 14	Augustana Study Abroad Fair
FEBRUARY 20	<b>Deadline: 2019 Faculty Directors must notify Seminars International of any spouse/partner, or family member traveling with the group if they want to be included in the course arrangements</b>
MARCH 22	UST Open House
MARCH 28	2019 Course Descriptions on Studio Abroad updated with finalized price ranges 2 <sup>nd</sup> Augustana Study Abroad Fair
APRIL 1 – 15	<u>Priority enrollment period for 2019 courses</u>
APRIL 19	Campus UMAIE Board Member electronically transmits applications to Kathy Faculty Directors Travel Grant applications due in UMAIE Board Member's office <i>2020 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office</i>
APRIL 19	Faculty Directors are sent priority enrollment applications electronically to review
May 3	Faculty Directors deadline to review priority enrollment applications and notify Kathy at the UMAIE Secretariat office of the status of each student
May 4	Students are notified of their status via studio abroad
MAY (date to be determined)	New Faculty Directors training session for webinar
MAY – JULY	Applications taken weekly and sent to faculty –faculty have one week to review applications and notify Kathy, the UMAIE Secretariat of each student's status
AUGUST 29	Faculty Directors deadline to choose webinar date
SEPTEMBER (TBD)	2 <sup>nd</sup> Faculty Webinar Training
SEPTEMBER 4-22	Seminars International staff, joins with UMAIE Board Members and 2019 Faculty Directors to promote Open courses and <i>meet with 2020 prospective Faculty Directors on each campus</i>
SEPTEMBER 14	Through this date, NO CANCELLATION FEE - full deposit refunded Courses with enrollment of LESS THAN 10 WILL BE CANCELLED – Kathy will send update to campuses
SEPTEMBER 15	Beginning this date the CANCELLATION FEE is \$500 through October 1.
OCTOBER 1 – 10	<i>Course Proposals for 2020 due in campus UMAIE Board Member's office.</i> <i>Specific due dates vary from campus to campus</i>
OCTOBER 1	<b>ENROLLMENT DEADLINE</b>
OCTOBER 1	<b>RECOVERABLE COSTS ONLY TO THOSE WHO CANCEL AFTER THIS DATE AND <u>RECOVERABLE COSTS WILL NOT BE CALCULATED UNTIL THE COURSE RETURNS IN FEBRUARY.</u></b> <b>NO FLIGHT DEVIATIONS ACCEPTED</b> Faculty Directors must notify Seminars International if extending their stay beyond normal course date Course Travel Packets will be available on the UMAIE website with preliminary itineraries added by mid October.
OCTOBER 20 – NOVEMBER 15	Students will complete a mandatory on-line study abroad exam and attend on-line webinar
NOVEMBER 10	2019 Rooming lists are due from Faculty Directors to their Seminars International Operations Coordinator



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NOVEMBER 23	No refund to those who cancel after this date
DECEMBER 7	Final itineraries will be added to course packets on UMAIE website
<u>2019 JANUARY</u>	Courses depart/return
JANUARY 2	Deadline: 2020 UMAIE Faculty Directors signed contract letters submitted back to Kathy@semint.com
FEBRUARY 1	2019 UMAIE grades and Faculty Director's travel arrangements evaluation due to Kathy in UMAIE Secretariat office
FEBRUARY 6 - 17	Seminars International staff, along with UMAIE Board Members meet with 2019 Faculty Directors to debrief. 2020 Faculty Directors to confirm course arrangement and review UMAIE procedures Future Faculty Directors to encourage new courses
FEBRUARY 12	Deadline: 2019 UMAIE financial reports due in UMAIE Office
MARCH 28	2020 Course Descriptions emailed to UMAIE Board Member with finalized price ranges and UMAIE website updated
APRIL 1 - 15	<u>Priority enrollment period for 2020 courses</u>
APRIL 7 - 18	Seminars International staff, joins with UMAIE Board Members and Faculty Directors to promote 2020 courses on each campus
APRIL 15	2020 Faculty Directors Travel Grant applications due in UMAIE Board Member's office 2021 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office
APRIL 17	Campus UMAIE Board Member electronically transmits 2020 applications to Kathy in the UMAIE Secretariat office
APRIL 19	Faculty Directors are sent priority enrollment applications electronically to review
May 1	Faculty Directors deadline to review priority enrollment applications and notify Kathy at the UMAIE secretariat office of the status of each student