

**Suggested Study Abroad Program Checklist for
Implementation of SYS 145**

Name of Program: _____

Dates of Program: _____

Program Director: _____

I. Program Design

_____ program is appropriate to the mission of the institution

_____ program is integrated into the curricula of the home institution

_____ program coursework has been approved for academic credit

_____ academic advising is provided

_____ pre-departure and/or on-site orientation is provided

_____ participants are told to register with U.S. embassy or consulate

_____ procedures to develop a suitable emergency evacuation plan are in place

_____ a program evaluation/assessment procedure has been established

_____ a plan for periodic evaluation and assessment is established

II. Information Provided to Participants

_____ relevant U.S. State Department information and advisories

_____ relevant health and safety considerations

_____ UW System Uniform Statement of Responsibility (then signed and returned to appropriate office)

_____ information about medical, evacuation and repatriation insurance and student's requirement and responsibility to obtain

_____ program requirements, participant responsibilities and code of conduct

_____ estimated program costs and services provided

_____ disclosure of any financial benefits to UW employees (available upon request)

_____ when and where sponsor's responsibility ends (as per ACIS 7.1 A. 7)

III. Financial Issues

_____ financial management consistent with Financial Policy and Procedure Paper 45

_____ reserve/contingency funds available

_____ compliance with state purchasing requirements