KPU | KWANTLEN POLYTECHNIC UNIVERSITY

FIELD SCHOOL PLANNING TIMELINE

	Task	Consideration	Who	Timeline
1. Obtain preliminary approval				
a)	Prepare FS proposal for new FS or change to existing FS	Academic	FAC endorsement from: CHAIR DEAN(S) DIR-I	At least 14-16 months prior to FS
b)	Obtain approval for FS	Academic	FAC approval from: DEAN(S) AVP-I	At least 12 months prior to FS
c)	Confirm workload/teaching assignments	Academic	FAC approval from: DEPT DEAN	At least 8 months prior to FS
2. Development of field school program				
a)	Determine if new course(s) required	Academic	FAC	At least12 months prior to FS
b)	Determine local or international travel requirements	Academic	FAC	At least 12 months prior to FS
c)	Identify learning outcomes, etc.	Academic	FAC	At least 12 months prior to FS
d)	Submit course for approval to KPU governing bodies	Academic	FAC	At least 12 months prior to FS

e)	Finalize FS Program Fee and FS dates	Academic Financial	FAC approval of: DEAN(S) DIR-I	At least 8 months prior to FS
3. Coordination with partner or organization				
a)	Determine whether to use existing or new partner/organization	Academic	FAC/DIR-I	At least 8 months prior to FS
b)	Contact/find partner or organization	Academic	FAC/DIR-I	At least 8 months prior to FS
c)	Develop formal agreement with partner/organization abroad	Risk	DIR-I	At least 8 months prior to FS
d)	Arrange for contract review by KPU legal counsel	Risk	DIR-I	At least 8 months prior to FS
4. Creation of marketing plan				
a)	Develop a program website	Academic Financial	COORD/ FAC	At least 7 months prior to FS
b)	Create brochures /flyers	Academic Financial	COORD	At least 7 months prior to FS
c)	Use social media , such as Facebook, Twitter, etc.	Academic Financial	COORD/ FAC	At least 7 months prior to FS
d)	Post to KPU events calendar	Academic Financial	COORD	At least 7 months prior to FS
e)	Communicate to KPU clubs	Academic Financial	COORD	At least 7 months prior to FS
f)	Communicate with colleagues, other program advisors, externals, etc.	Academic Financial	COORD/ FAC	At least 7 months prior to FS

g)	Schedule class visits	Academic Financial	COORD/ FAC	At least 7 months prior to FS
h)	Establish application deadline	Academic Financial	COORD	At least 7 months prior to FS
5. Management of information sessions				
a)	Schedule information sessions	Academic	COORD/ FAC	At least 7 months prior to FS
b)	Deliver information sessions	Academic	FAC/COOR D	Between 4-7 months prior to FS
6. Management of applicants				
a)	Get applications from participants	Academic	COORD	Completed at least 3 months prior to FS
b)	Communicate with students regarding deadlines, missing documents and financial aid processes	Academic	COORD	Completed at least 3 months prior to FS
c)	Review applications and prepare evaluation spreadsheet	Academic	FAC/ COORD	Completed at least 3 months prior to FS
d)	Select short list participants	Academic	FAC	Completed at least 3 months prior to FS
e)	Interview applicants	Academic	FAC	Completed at least 3 months prior to FS
f)	Communicate final acceptance or rejection to participants	Academic	COORD	Completed at least 3 months prior to FS
g)	Establish list of special needs – dietary requirements, student accommodation for disabilities, cultural needs, etc.	Risk	FAC/ COORD	At least 3 months prior to FS

h)	Collect required legal documents and arrange for Visas (if applicable)	Risk	COORD	At least 3 months prior to FS
i)	Advise participants to register in FS course(s)	Academic	COORD	As per KPU's established registration deadline
7. Solicitation of quotations for services				
a)	Arrange transport (planes, trains, buses, etc.)	Financial	FAC	At least 3 months prior to FS
b)	Arrange accommodation (hotels, hostels, dorms, homestay)	Financial	FAC	At least 3 months prior to FS
c)	Arrange meals (considering: drinking water, dietary requirements, etc.)	Financial	FAC	At least 3 months prior to FS
d)	Arrange for accommodation of special needs with partner	Risk	FAC/ COORD	At least 3 months prior to FS
8. Organization of itinerary				
a)	Excursions	Academic	FAC	At least 6 months prior to FS
b)	Guest speakers	Academic	FAC	At least 6 months prior to FS
c)	Activities	Academic	FAC	At least 6 months prior to FS
d)	Entertainment	Financial	FAC	At least 6 months prior to FS
e)	Other?	Financial	FAC	At least 6 months prior to FS
f)	Book flights,	Financial	COORD/	At least 6 months prior to

	accommodation, etc.		FAC	FS
9. Risk management planning				
a)	Develop contingency plan	Risk	FAC/ COORD	At least 3 months prior to FS
b)	Obtain consent forms from students	Risk	COORD	At least 3 months prior to FS
10. Financial planning				
a)	Finalize budget	Financial	FAC/ DEAN(S)/ DIR-I	At least 6 months prior to FS
b)	Arrange for travel advances and wire transfers	Financial	COORD/ FIN/ FAC	At least 6 weeks prior to FS or as required by service provider
11. Pre-departure logistics				
a)	Hold Pre-Departure Session(s)	Academic	COORD/ FAC	At least 6 weeks prior to FS
b)	Collect payments according to FS program fee payment schedule (Non-refundable deposit, Intermediary payment, Final payment)	Financial	SES	Ongoing
c)	Any additional communication with all stakeholders and participants	Academic	COORD/ FAC	Ongoing
12. Risk management				
a)	Report safe arrival of all students and staff to KPU International	Risk	FAC	Within 24 hours of everyone's arrival
b)	Submit incident and medical reports to KPU International via email or fax	Risk	FAC	Within 24 hours of incident

	Mid-field school check in with KPU	Academic Financial	FAC	Mid-way through the international portion of FS
	End of field school check in with KPU	Academic	FAC	Upon official end of the formal international component of FS
	Debrief with participants	Academic	FAC/ COORD	Within 2 weeks of arrival back in Canada
13. Register Student Grades				
a)	Submit grades online through KPU's web for faculty portal	Academic	FAC	As per established KPU grade submission deadlines
b)	Gather and summarize student evaluations	Academic	COORD/ DIR-I	At least 30 days after end of semester in which FS ran
c)	Re-entry Session	Academic	FAC/ COORD	Within 30 days of last day of FS
14. Reconcile financial matters				
a)	Reconcile budget and submit: - expense claim - all original receipts - any outstanding independent contractor forms - any surplus advance monies	Financial	FAC/ submit to: DEAN, DIR-I	Within 30 days of last day of FS
b)	Submit FAC Report	Academic	FAC	Within 30 days of last day of FS
c)	Prepare KPU International's FS Report and recommendation of continuance for VPA	Academic	DIR-I / COORD	Within 6 weeks of the last day of semester in which FS ran
d)	Adjust Student Accounts to reflect refunds (if applicable)	Financial	COORD/ FIN	Within 2 weeks of FS reports presented to Dean/VPA

Legend:
COORD = International Exchange /Study Abroad Coordinator
DEAN = Dean of sponsoring Faculty
DEPT = Department
DIR-I = Director of Partnerships & Pathways
FIN = KPU Financial Services
FAC = Faculty member(s) leading field school
SES = Student Enrollment Services