

International PDS Checklist

Travel to Target Country:

Approximate Timeline	Trip-Specific Timeline	Faculty	Students
10-12 months prior to travel		Set travel dates Develop plan with host university Develop plan with host P-12 school Set housing plan Work with International Education Office to create cost sheet Develop recruitment plan/materials	
Two semesters prior to travel		Recruit students -flyers -e-mail/social media -visit classes/clubs/etc. -informational sessions Set day/time for EDU 389 in next semester Review applications Conduct interviews Select/notify students	Learn about travel opportunity Complete application Complete interview Register for EDU 389
Between semesters		Finalize EDU 389 syllabus Take care of health considerations -complete health form -plan for any needed shots, etc. Obtain/update passport Set up orientations for next semester: -Career Development Center -International Education Office	Take care of health considerations -complete health form -plan for any needed shots, etc. Obtain/update passport
Semester prior to travel		Lead weekly class sessions/preparation meetings Guide student research/assignments Evaluate student work Develop more specific plans for: -transportation -meals	Participate in weekly class sessions/preparation meetings Work on course requirements: -target country pen pals -start blog -prepare instructional materials -develop research project (one student's project should revolve around being the blog leader)

		<ul style="list-style-type: none"> -schedule -technology -packing lists <p>Develop and monitor student checklists</p> <p>Deal with funding matters:</p> <ul style="list-style-type: none"> -apply for travel money (School of Education, Department) -apply for faculty awards/grants/etc. 	<p>Apply for Institutional Review Board (IRB) approval for research</p> <p>Apply for Student Research and Creativity Council (SRCC)</p> <p>Participate in orientation sessions</p> <p>Deal with funding matters:</p> <ul style="list-style-type: none"> -discuss cost sheet with financial aid -apply for scholarships -apply for travel money (School of Education, Department, Undergraduate Research, etc.)
Weeks prior to travel		<p>Gather hospitality gifts for host university and host P-12 school</p> <p>Take care of final payment arrangements</p> <p>Deal with banking and cell phone issues</p> <p>Pack</p>	<p>Work on course requirements</p> <p>Take care of final payment arrangements</p> <p>Deal with banking and cell phone issues</p> <p>Pack</p>
During travel		<p>Blog</p> <p>Guide student research/assignments</p> <p>Consult with host university and host P-12 school</p> <p>Meet with partners to discuss future plans</p>	<p>Blog</p> <p>Conduct research</p> <p>Complete other course requirements</p>
Upon return from travel		<p>Evaluate student work/post final grades</p> <p>Complete reflections/notes for future trips</p> <p>Submit paperwork for reimbursement</p> <p>Assist students in developing presentations</p>	<p>Make final blog post</p> <p>Finish other course requirements</p> <p>Complete evaluations</p> <p>Submit paperwork for reimbursement</p> <p>Present on experiences: PDS Fall Retreat, Research and Creativity Council Spring Forum, etc.</p>

Hosting Visitors from Target Country:

Approximate Timeline	Visit-Specific Timeline	Tasks
Prior to visit		<p>Develop plan with visitors</p> <p>Work with International Education Office to set housing plan</p> <p>Organize schedule of planned events</p> <ul style="list-style-type: none"> -welcome/farewell events -field experience -visiting education classes -visiting education clubs -making a campus presentation -informal faculty/student visits -field trips/extra opportunities <p>Advertise visit</p> <p>Gather information for visitors</p> <ul style="list-style-type: none"> -Buffalo State -Buffalo/local area -housing -transportation -meals -other?
During visit		<p>Host visitors</p> <p>Meet with visitors to discuss future plans</p>
After visit		<p>Follow up with visitors regarding future plans</p> <p>Send thank you notes to faculty and students who helped with the visit</p>