# Off-Campus Interim Course Timeline

# Fall one-year-and-a-half prior

* Course proposal applications available in mid-December at Interim Term Committee site [Interim Term Committee](https://calvincollege.sharepoint.com/sites/ProvostGovernance-Public?_ga=2.253184512.888830964.1568637410-34565759.1556216622)

# Spring prior

* Course proposals due mid-February via calvin.curriculog.com
  + Include preliminary budget [budget worksheet](https://calvincollege.sharepoint.com/:x:/s/ProvostGovernance-Public/itc/EQ-4CnsLfa5OlI-CZ_ddjrQB6oKOEJCxa4SJ2jO7hxwUaw?rtime=1nPS4ak610g)
  + Include additional safety information if the location is under a State Department Travel Warning or Travel Alert [Travel advisories](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/)
* Interim Term Committee decisions made by late March
  + Check and confirm the accuracy of your course description on the website. Pay special attention to the price.
* Approved courses are given Financial Services account number
* Promotion of program may begin
  + Promote your program in your classes, through informational meetings, announcements in Student News, posters (remember the Calvin [publicity policy](https://calvin.edu/directory/policies/publicity-policy)).
  + Promoteyour program at the Off-Campus Programs Expo in the spring. Reserve a table for this event through the OCP office.
* **Student applications due late spring or early summer\* Deadline move up!!**
  + Students apply through [Horizons website](http://calvinuniversity-horizons.symplicity.com)
  + When student status indicates “circulated,” they have been approved to participate by Student Life and the Registrar. Ask students to sign up for an interview with you.
  + Interview student applicants. This is your best opportunity to set the tone and establish your expectations for the program.
  + Mark accepted students as “Approved” in Horizons.
  + Students sign “Terms and Conditions” form
  + Students pay $500 deposit

# Summer prior

* Continue promotion, application process, interviewing as needed.
* Connect with Health Services if your program is traveling to countries other than U.S.A, Canada, Western Europe, Greece, Japan, Australia or New Zealand. Students are responsible for getting and paying for required immunizations.
* Begin reservations.

# Fall prior

* Continue promotion, application process, interviewing as needed.
* InformOCP office when your roster is complete. Your program will be listed as filled.
  + Deadline for applications in mid-October. All accepted students must have signed “Terms and Conditions” form and paid $500 deposit.
  + Low-enrollment courses will be canceled.
* Students complete “Post Acceptance” section of Horizons application.
* Finalize logistical arrangements
  + Finalize flight reservations by late October at[travel@calvin.edu](mailto:travel@calvin.edu)
  + Limit outlays of funds until students have paid course fee. The budget officer for your program is the OCP Director.
  + Submit detailed final itinerary to OCP office with Emergency Contact Information by early December.
  + Collect Clery information for each location visited.
* Attend training for Off-Campus Interim Instructors in late October or early November.
* Conduct orientation meeting with student participants.
  + Create risk management plan according to OCP model.

# Interim

* Collect and record receipts for all expenditures.
* Monitor health and safety warnings for your location
* Complete an “[Incident Report](https://calvin.edu/offices-services/off-campus-programs/safety-incident-report/)” for any health, safety, or security incident. Maintain communication as necessary with parents and OCP office.

# Spring following

* by mid-February submit final Clery information
* by mid-February submit all receipts
  + estimate any outstanding expenses (final program reunion, photo books, etc.) and include explanatory note
* by mid-March approve disbursement of unspent funds to students