

Community Studies Center &
Center for Global Study and Engagement
Dickinson College

MOSAIC PROGRAM IMPLEMENTATION

Program Implementation (POST-APPROVAL)

I. STUDENT APPLICATION PROCEDURES

- A. Program Application Deadline: for summer and fall programs this is February 15th for spring programs Sept. 15th (with rolling admissions that can begin the semester prior to the final deadline)
- B. Financial Aid Application Deadline: same as above
- C. Application Requirements

The following are the MINIMUM materials REQUIRED, by the Center for Global Study and Engagement, for every applicant, regardless of program:

- 1. All applicants are required to complete the Center for Global Study and Engagement's standard online application which includes:
- 2. On-line Application Form through the StudioAbroad system (may be altered per the director's request for program-specific questions)
- 3. Application Fee of \$35.00 (cash, check, money order)
- 4. Transcript (official & unofficial are accepted)
- 5. 2 Academic Recommendations via StudioAbroad
- 6. Statement of Purpose Essay – one page
- 7. Copy of Valid Passport
- 8. Supporting Information – Medical Form?

Once a student's application file is complete, CGSE will review the applicant's disciplinary record and student account. If a student has a hold on their student account, their application will not be reviewed until the hold is removed. Students with disciplinary records will be flagged and pertinent information shared with the faculty director. Students on disciplinary probation are not eligible to study abroad. CGSE will contact the faculty director when the applications are complete for review.

II. PROGRAM ADMINISTRATION/ONSITE COORDINATION

- A. Faculty wear many hats when they lead Mosaic programs.
 - 1. Successful program leadership requires handling challenging student situations and the ability to adapt quickly in new situations.

- B. Service Provider/Vendor Vetting: It is our expectation that you vet and service providers or vendors that you work with to plan and implement your short-term program
 - 1. This may require verifying that transportations or tour providers have adequate insurance, checking references or contacting other institutions that have used these services and making sure providers adhere to industry standards.
 - 2. If you questions about this process, please contact CGSE.

III. MARKETING AND RECRUITING

- A. In conjunction with CGSE and the Director of Mosaic Programs, faculty need to come up with a marketing and recruiting plan that can involve: information sessions, speaking in classes, website materials, social media, targeted emailing, etc.
- B. CSC and CGSE can support faculty members in the process of marketing and recruiting.

IV. MANDATORY MEETINGS

- A. After Mosaics are approved, each director MUST attend BOTH a meeting on the policies and procedures of overseas programs AND a training session on health and safety. You are still REQUIRED to come if you have directed a program in the past.

V. ASSESSMENT/FOLLOW-UP

- A. Faculty must submit all receipts and financial reports to Financial Operations within 3 weeks of return.