

## Bellisario College Spring Embedded Programs

### March

- Department heads identify embedded courses and faculty at spring course offering planning meetings
- UG Coordinator shares that information with advising and finance
- UG Coordinator shares embedded programs process guide and timeline with faculty leads

### April

- Faculty leads meeting with associate dean, UG coordinator, advising and finance
- Create shared folder to include checklist for each program

### May

- Travel dates and location deadline
- Refer faculty leads to finance to schedule budget discussion

### August

- Faculty leads meet with finance to discuss details

### September

- Finance finalizes budget
- Finance assigns student fees to spring class section
- Faculty leads meet with associate dean to discuss program details

### October

- Faculty leads submit request to global programs, download PDF and send to associate dean and UG Coordinator

Embedded programs home page: <https://sites.google.com/psu.edu/embeddedprograms/home>

Embedded program checklist:

<https://sites.google.com/psu.edu/embeddedprograms/program-development-checklist>