

Responsibilities of an International Education Program Leader

1. Once a study abroad course has been approved, the faculty member must submit the following items to the Director of International Education:
 - An itinerary that includes dates and times of travel, accommodations, transportation, tours, meals, meetings, performances, presentation
 - Emergency contact information while abroad
 - A program budget
2. Assist in writing or revising brochure copy, orientation materials, and student handbooks.
3. Recruit student participants and encourage recruitment activities of faculty members.
4. Respond to student inquiries.
5. Submit a report to the International Education Committee at the conclusion of the program.
6. Be responsible for on-site planning including housing, food, excursions, and the academic program.
7. Be responsible for on-site administration, including paying of bills and keeping of all financial records.
8. Establish and maintain on-site contacts.
9. Maintain an ongoing Leader's Handbook.
10. Be responsible for discipline and for the safety and well-being of students.
11. Be prepared for crisis management.
12. Be familiar with the laws and customs of the program's host country.
13. To provide to the students an on-site orientation.
14. The faculty in charge of the course must maintain a list of students' emergency contacts, obtain a copy of the students' passports, a copy of the students' medical history form, designation of medical surrogacy, and a copy of the international students' identification number.
15. Within two weeks after the program, the faculty member should meet with the Director of International Education or the Provost to review the program and submit financial documentation. The review should contain a summary of all significant activities including particular successes, challenges and suggestions for improvement.