

Faculty/Staff Study Abroad Responsibilities

	1. Determine the type of program you would like to lead. Meet with the Global Learning Office to discuss program options. Considerations include: location, length of program, number of participants, curriculum course, additional faculty support, cost, third party provider, etc.
	2. Submit a Faculty Lead Study Abroad Proposal. Proposals are due the academic year prior to travel. Proposal deadline is January 15 th for Spring Break Programs and March 15 th for Summer Programs. Additionally, you and your division director will need to determine payment for leading the program and/or teaching the course. Options include a one-time stipend or part time faculty contract.
	3. Global Learning Office will review proposals and notify faculty leaders of approved programs by May 15 th (February 1 st for Spring Break Programs)
	4. Within 30 days of your program being accepted, all faculty leaders must submit to the Office of Global Learning 1) A copy of his/her passport 2) Request for International Travel with Students form* 3) Request for Authorization to Travel form* (must use up-to date forms on the CPEC intranet site) *Forms must be completed except for Vice President and President signatures. Global Learning Office will submit forms together to the VP office.
	5. Create specific program requirements, qualifications and expectations to be shared with student applicants. This will be used by the GLO to promote your program and help determine the best student fit.
	6. Assist in creating and editing marketing/promotional material related to your program (i.e. website, fliers, and classroom presentations).
	7. Organize, prepare materials, and staff a program table for Study Abroad Open House (September). All faculty leaders are expected to attend Global Learning Office events throughout the year.
	8. Actively recruit students for your Study Abroad Program (i.e. classroom presentations, events, information tables, email invitations, collaboration with GLO).
	9. Work with your division liaison and GLO to ensure the COD is entered for curriculum and CCE offerings. All participants must register for a CPEC course either for curriculum credit or non-credit. You are also responsible for your course syllabus, record of attendance for students and submitting final grades.
	10. Once students apply to your program, WITHIN 30 DAYS of application: you must review their information (sent to you from GLO), meet with them in person or ask the GLO for assistance meeting with them, review program requirements with students.
	11. Within 30 days of the student application, GLO will do background checks on students (conduct, grades, financial, etc.) and make leader aware of any issues.
	12. Officially accept student into your program within 45 days of application via form letter (letter template provided by GLO). You must copy GLO on your student acceptance email.
	13. Assist students with third party enrollment (if applicable), payment deadlines, course registration, pre-departure prep, passport application, etc.
	14. Hold group participant meetings throughout the semester prior to your program to prepare students for travel (i.e. register with the US State Department, research country, ensure students have passports, etc.)
	15. Review and complete the following forms prior to the Faculty Pre-departure Meeting (available on the GLO website) 1) Agreement to Terms and Conditions 2) Instructor Responsibilities and Agreement 3) Study Abroad Handbook Acknowledgement Form.
	16. Attend Faculty Pre-Departure Meeting (March). Prepare and bring any program specific materials needed for student pre-departure meeting.
	17. Attend Student Pre-Departure Meeting (April). Lead program specific break-out session.
	18. GLO to provide notebook and/or zip drive of student information for trip. Review all Student Agreement to Terms and Conditions forms for medical needs and emergency contacts.
	19. Estimate additional faculty lead expenses needed in advance, such as cash for taxis, cell phone, unexpected emergencies, etc. Work with GLO to acquire as needed.
	20. While traveling out of country: check in periodically with the GLO office via text/email. Retain all receipts needed for reimbursement. Take photos and videos. Document any student weekend trips.
	21. Upon return from the program: Inform GLO of safe return; submit all expenses in a timely manner, provide feedback on program.

