

Roles and Responsibilities for Leading Study Abroad Courses with Undergraduate Students

ROLES AND RESPONSIBILITIES OF FACULTY AND STAFF LEADERS

As a CWRU faculty or staff leader of a study abroad program, I understand I am responsible for elements of the program that extend beyond typical course development and delivery. The following will help clarify faculty leader responsibilities and expectations. I understand that below is not an exhaustive list.

GENERAL RESPONSIBILITIES

- Submit the signed Program Proposal Form to the Office of Education Abroad (OEA) by the date requested (requires the department head and dean's signatures)
 - [Develop the course content](#), guest lecturers, excursions, etc. to highlight the field of study in the chosen country/region of the world and the value added of the cultural perspective
 - Develop a budget for the program including a per student cost
 - Create/identify a departmental account and contact so the OEA can collect and transfer funds to the department for paying program expenses abroad from the department
 - Understand generally how finances and applications work across [different program types](#) (ex: tuition for fall/spring registration versus summer registration) for student advising purposes
- Ensure that a meeting with the faculty leader or program advisor occurs for each applicant before they are accepted to the program, and that the representative stays apprised of/manages:
 - Complete and incomplete applications (including the required meeting with faculty leaders)
 - Accepting applicants only after the program's application deadline
 - Confirming SIS course registration by checking this item off in the study abroad system
- Work with the OEA to [market the program](#) and recruit students, championing your course across campus

LOGISTICAL RESPONSIBILITIES

- Create a program itinerary and inform the OEA of any updates to the itinerary in a timely fashion, and submit a finalized, detailed itinerary 2-3 weeks prior to departure
- Arrange classrooms and other meeting facilities, student housing, secure in-country transportation and provide students and the OEA with the contact information for facilities and sites*
- Arrange payment to vendors, including lodging, classroom space, transportation, etc. and work with the identified departmental account and contact mentioned above to pay vendors
- Arrange for a specific meeting space/time in-country for the program to begin, or for group flights*
- Work with the Office of Disability Resources to make accommodations for students

PRE-TRIP RISK MANAGEMENT RESPONSIBILITIES

- Attend an OEA faculty risk management meeting prior to departure
- Review and understand the [Center for Disease Control](#) and [Department of State](#) information available for the host country and accurately represent this information to students*
- Conduct at least one pre-departure meeting/program orientation with all accepted students
- Work with the OEA to ensure that students complete CWRU's pre-departure requirements
- Ensure that organized activities, whether curricular or extra-curricular, have at all times a lead professional who will adhere to CWRU's policies (ex: [drug and alcohol free workplace policy](#) and [discrimination policy](#)) and can be reached by the OEA in case of emergencies abroad or at home*
- Provide students and the OEA with two (2) in-country emergency contact numbers*
- Know the CWRU emergency number (216.368.3333), the OEA director's cell phone number, and the host country's 911 equivalent numbers*

ABROAD RISK MANAGEMENT RESPONSIBILITIES

- Send safe arrival updates to the director of the Office of Education Abroad (OEA) within two (2) hours of the group's or the last student's arrival in the host country and as arrival plans develop/change leading up to program start
- Keep CWRU's emergency numbers and the host country's 911 equivalent numbers on your person
- Respond to emergencies while abroad by taking the necessary steps to secure physical safety and attend to the immediate needs of students, following institutional directives and keeping the OEA informed*
- Maintain an alternate responsible party who is available to the group in-country during the program*
- Maintain the travel itinerary dates and locations, conferring with the OEA before any changes occur

*Responsibilities that a study abroad provider or program director may assist faculty with developing/managing

ROLES AND RESPONSIBILITIES OF THE OFFICE OF EDUCATION ABROAD

Faculty are not alone in planning for and managing education abroad programs. They partner with the Office of Education Abroad (OEA) for assistance and guidance throughout the planning, pre-departure, in-country and return process.

GENERAL GUIDANCE/ADVICE

- Assistance designing/creating the travel portion of the study abroad course, if desired:
 - Vetting and accessing study abroad providers* to assist in program creation/management
 - Completing the study abroad program information form and creating a budget
- Workshops and technical support on the [study abroad application system \(Terra Dotta\)](#)
 - Creation of the standard program application, adding nuance as needed/requested
 - Partnering with the faculty to manage/update student applications: collaborating to mark required items off, to send reminders to students, and to accept only after the due date
- Marketing/recruitment assistance via print and digital media (posters/flyers), student testimonials/presentations, social media, newsletters, tips for speaking about study abroad to classes, etc.
- Facilitation/collection of study abroad student program fees to be journaled back to the department so the listed representative from the department can pay the program's vendors
- Liaison for CWRU [International Health Insurance](#) questions
- Risk management meetings, workshops and/or orientations for students and faculty
- Visa assistance: although not immigration officials, the OEA can provide resources and help students

REVIEW AND SIGNATURE

Faculty Leader Signature: Date:

Name of Faculty Leader:

Co-Leader Signature: Date:

Name of Co-Leader:

Program Director Signature: Date:

(if applicable)

Name of Program Director:

Approved by Education Abroad Advisory Council February 2024