



Education Abroad Participating Faculty and Staff Program Responsibilities Agreement

This Responsibilities Agreement is made and entered into by the KSU Education Abroad Office and _____ (Participating Faculty/Staff), relative to the _____ education abroad program scheduled for _____ through _____ (dates).

Participating Faculty/Staff Member Responsibilities

A Participating Faculty/Staff Member's responsibilities can be year-long and may include attending mandatory Education Abroad Office (EAO) training workshops and submitting all required travel documentation. The Participating Faculty/Staff will assist in facilitating the pre-approved academic design and logistical structure of the education program, as determined by, and agreed upon with the Faculty Program Director. These responsibilities may include but are not limited to:

1. Assisting the Faculty Director with program planning
2. Program recruitment
3. Conducting mandatory pre-departure orientations
4. Coordinating program logistics
5. Managing and/or balancing program budgets
6. Managing program finances on-site
7. On-site direction of the program
8. Serving as a liaison and coordinating program arrangements with partner institutions abroad
9. Ensuring academic integrity of program
10. Teaching program related courses
11. Selecting and organizing field experiences that appropriately complement course goals
12. Providing students with course syllabi prior to program fee payment deadline;
13. Assigning and/or collecting grades at conclusion of program.
14. Counseling students as needed on issues of cultural adjustment, conduct, and other non-academic issues.

Participating Faculty and Staff serve as administrators, leaders, interpreters, decision-makers and diplomats and are expected to behave as a trusted representative of Kennesaw State University while abroad. As university representatives, Participating Faculty and Staff must be able to uphold and implement KSU policies while at the same time taking advantage of the differences present in a foreign setting to ensure the best interest of the students, program and the University. KSU representatives also must employ dignity, decorum, tact and discretion in both public behavior and the private handling of student problems and concerns.

Health, Safety and Security

The Education Abroad Office takes health, safety and security very seriously and is dedicated to meeting the needs of all of our students, faculty and staff while abroad. Health, Safety and Security Policies and Procedures have been developed to help ensure the well-being of all program participants and program administrators, and should be adhered to in the event that an issue may arise.



All Health, Safety and Security Policies and Procedures are located on the Education Abroad website: <http://dga.kennesaw.edu/educationabroad/riskmanagement>. Participating Faculty and staff must familiarize themselves with all of the information below to ensure that they are well prepared and are knowledgeable of the correct steps that need to be taken in the event of an emergency or crisis.

1. Travel Warnings and Alerts <https://travel.state.gov/content/passports/en/alertswarnings.html>
2. Travel Health Notices <http://wwwnc.cdc.gov/travel/notices>
3. Education Abroad Emergency Protocol <http://dga.kennesaw.edu/educationabroad/riskmanagement.php>

Additional important information on Education Abroad policies for faculty and staff is included in the following documents located on the Education Abroad website, and is incorporated herein by reference. Participating Faculty and Staff must utilize these guidelines and protocols for all education abroad programs.

1. KSU's Institutional Guidelines on International Programs http://dga.kennesaw.edu/educationabroad/docs/institutional_guidelines_for_education_abroad.pdf
2. University Policy for Education Abroad Emergency Medical Insurance <http://dga.kennesaw.edu/educationabroad/docs/cisi-policy-ay-15-16.pdf>
3. Division of Global Affairs' Safety and Risk Management Protocol for University-Sponsored International Travel Experiences <http://dga.kennesaw.edu/educationabroad/docs/eao-security-risk-management-protocol.pdf>

Program emergencies should be reported per the Education Abroad Emergency Protocol. The Education Abroad Office should be contacted, as needed, about student problems and concerns throughout the program.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT AND THAT I ACCEPT THE FACULTY/STAFF RESPONSIBILITIES AS THE UNIVERSITY REPRESENTATIVE AS STATED HEREIN AND WITHIN THE POLICIES, PROCEDURES AND DOCUMENTS REFERRED TO ON THE EDUCATION ABROAD WEBSITE. FURTHER, NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS, ORAL OR WRITTEN, APART FROM THE FOREGOING WRITTEN STATEMENT, HAVE BEEN MADE. MY SIGNATURE ALSO INDICATES THAT I AM AWARE OF ANY SPECIAL RISKS, DANGERS, AND HAZARDS INVOLVED IN THE PROGRAM AND HAVE TAKEN ALL NECESSARY PRECAUTIONS AND ACTIONS TO PROTECT PARTICIPANTS IN THE PROGRAM AND KSU.

Signature _____

Date: _____

Print Name _____

Accepted:

Education Abroad Office _____

Date: _____

Print Name and Title _____