



## Education Abroad Program Director Responsibilities Agreement and College Approval Form

This Responsibilities Agreement is made and entered into by the KSU Education Abroad Office and \_\_\_\_\_ (Program Director), relative to the \_\_\_\_\_ education abroad program scheduled for \_\_\_\_\_ through \_\_\_\_\_ (dates). The Program Director will teach the following course(s) related to the program \_\_\_\_\_.

### Program Director Responsibilities

A Program Director's responsibilities can be year-long and may include attending mandatory Education Abroad Office (EAO) training workshops and submitting all required program and travel documentation. The Program Director serves as the designated of the program while abroad. The Program Director will create, develop and/or oversee the academic design, curricular decision-making and logistical structure of the education program, to ensure that academic integrity of the program as outlined in the pre-approved program proposal. These responsibilities may include but are not limited to:

1. Program recruitment
2. Conducting mandatory pre-departure orientations
3. Coordinating program logistics
4. Managing and/or balancing program budgets
5. Submitting invoices for program payments
6. Managing program finances on-site and reconciling program expenses
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. Obtaining appropriate course approvals/equivalencies
11. Teaching and developing program related courses
12. Selecting and organizing field experiences that appropriately complement course goals
13. Providing students with course syllabi prior to program fee payment deadline;
14. Assigning and/or collecting grades at conclusion of program.
15. Counseling students as needed on issues of cultural adjustment, conduct, and other non-academic issues.
16. Reporting program related issues including medical emergencies according to the Education Abroad Emergency Protocol
17. Identifying program related responsibilities and expectations for Participating Faculty and Staff and providing guidance and recommendations as needed.

Program Directors 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, Program Directors 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.

### **Additional Responsibilities**

It is extremely important that the Faculty Program Director communicates with the Education Abroad Office to share all important information affecting the program so that both are fully informed. The main developer of the program is the Faculty Program Director; however, the Education Abroad Office can assist by providing guidance and support throughout the planning and implementation of the education abroad program. Program Directors should adhere to policies and procedures communicated by the Education Abroad Office to ensure that all programmatic and/or administrative deadlines are met.

Faculty who do not plan to travel to and from the country of study with the students must notify the Education Abroad Office in writing and in advance of airline ticket purchase.

### **Program Compensation**

Eligible faculty will be compensated at a salary rate of \$165 per credit hour taught per student. All salary arrangements should be included in the education abroad program proposal.

### **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](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 REASONABLE PRECAUTIONS AND ACTIONS TO PROTECT PARTICIPANTS IN THE PROGRAM AND KSU.**

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**Faculty Name and Signature**

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**Date**

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**Faculty Supervisor Name and Signature**

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**Date**

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**Intl. Program Course Approval Designee Name and Signature**

*(This is required ONLY if your College has an active International Committee.)*

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**Date**

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**Education Abroad Office Designee Name and Signature**

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**Date**