

SHORT-TERM STUDY ABROAD

FACULTY COURSE LEADER AND STUDENT LIFE ASSISTANT RESPONSIBILITIES

The primary responsibility of faculty course leaders of Westfield Short Term Study Abroad Programs is to provide a meaningful, safe, and high-quality educational experience for student participants.

In the process leaders assume responsibilities for the following:

- respecting the culture of the host country
- representing Westfield State University in a positive and ethical manner
- group facilitation
- guiding student behavior
- financial management
- emergency preparedness

General Responsibilities

During the semesters preceding his or her program, faculty course leaders will recruit students for the course, serve on the admissions committee for the program he/she will direct, and create and facilitate a site-specific student orientation programs.

In addition to teaching the course, faculty course leaders have the responsibility of:

- representing Westfield State University to host country nationals
- maintaining contact with the International Programs Office (IPO) as to the progress of the group
- serving as the final authority on matters of emergency management and perceived violations of the behavior contract in consultation with the University
- maintaining accurate financial records per University guidelines

For courses with an accompanying staff member or other campus representative, the faculty course leader retains the final decision-making authority.

Upon completion of the program, faculty course leaders have the responsibility of filing accurate financial reports, and completing student grade reports.

In the ensuing semester, faculty course leaders will be expected to participate (with the students in their course) in the university's *Welcome Back Reception*, share their experiences with other campus employees who are preparing course proposals or leading courses, and with students considering future participation in such courses.

Specific Responsibilities:

Advising students

- Submit a final syllabus for the course to IPO and to students before coursework begins
- In coordination with the International Programs Office, actively market the course through Information Sessions, print and other media
- Hold a series of orientation programs prior to program departure
- During the program, confirm immediately by phone or text with IPO your arrival to your destination and upon your return to the U.S., monitor student behavior consistent with the behavior contract

- In consultation with the International Programs Office, and under the terms of the behavior contract, assert the authority to discipline and/or remove students from the program
- Mediate conflicts between students and local housing officials (landlords, housing directors, dormitory officials, etc.).

Emergency Support

- Assist students in obtaining any necessary (lawful) medical treatment and help students with all insurance claims. This responsibility may be assigned to a local provider under terms of the contract.
- Contact the University immediately with information on any medical emergency which requires physician support according to the International Programs Emergency Response Procedures.
- Establish communication protocol for your trip.
 - This includes faculty course leaders as well as third-party agencies. Be available at all times for emergency messages to/from the University through cell phone, text message, or email.
 - IPO has established an International Programs Facebook page which we use as a communication tool. Once you have confirmed your arrival to your destination, we update the Facebook page with that information, daily updates, and confirm your safe return in-country. Students are encouraged to share the page with their families and to upload their own information and photos as well.
 - In consultation with the University, where possible, make a decision to evacuate students in the face of political unrest, acts of terror, and/or environmentally related conditions which may threaten the health and safety of the group.

Financial management

- Faculty course leaders are responsible for all University money entrusted to them.
- Faculty course leaders must clear in advance all unbudgeted expenses greater than \$100.00 with the Director of International Programs or her designee. (NOTE: The only exception to this in the case of dire emergency where evacuation is required and communication is impossible. In this circumstance, the faculty course leader has the authority to expend funds necessary to ensure group safety. The University will reimburse any such expenses.)
- Faculty course leaders must submit the all receipts and expense reports and forms to the Travel Coordinator of International Programs within 30 days after the return date of the course. Please note: new travel rules prohibit reimbursement without receipts.

Academic Support

- While on-site, faculty course leaders are expected to present coursework and lectures to support course requirements, and to be available to students.
- Faculty course leaders must submit final grades to the Office of the Registrar or to the Division of Graduate and Continuing Education **within 14 days of the completion of the course**, unless other arrangements are approved by the Office of the Registrar or DGCE.
- Faculty course leaders will provide a re-entry orientation within two weeks following return from the trip portion of the course. Due to student and faculty distances, this may be an online program, or the Welcome Back Reception held by IPO may be substituted.

General Responsibilities - Student Life Assistants (SLAs)

The International Programs Committee, with input from faculty course leaders, will select SLAs from the pool of WSU employee applicants. Generally, a Student Life Assistant is assigned to a course taught by one instructor with greater than 12 enrolled students; courses with two faculty course leaders are generally not assigned an Assistant. SLAs assist faculty course leaders in fulfilling the expectations and responsibilities of the program, including but not limited to:

- assistance regarding course and site logistics
- student behavior and management
- health and safety of course participants, including emergency care
- financial management
- emergency support and advising regarding student life issues, and
- assistance with re-entry meetings.

Collaboration

Faculty course leaders should work collaboratively with the Student Life Assistant assigned to his/her course. Decisions about expectations regarding course and site support, student adherence to the behavior contract or other emergency/crisis situations should be discussed with the Student Life Assistant prior to the start of the course to avoid miscommunication with students and IPO.

Faculty Leaders and Student life assistants are required to attend an Orientation conducted by IPO prior to departure and the Welcome Back Reception held after the return of the course participants.

I have read this document, and agree to fulfill the responsibilities assigned to me as a Faculty Course Leader or Student Life Assistant.

Signature

Date

***Please retain one signed copy for your records:
send one signed copy to the International Programs Office within 10 days of receiving it.***