

Dear Education Abroad Faculty-led Program Leader,

I am pleased to confirm that you will be directing a Texas A&M faculty-led program. This letter outlines your responsibilities as a program leader. Should you have any questions or concerns, please contact me at your convenience.

Your teaching responsibilities include the courses agreed to and listed in your program proposal as well as the following:

- Submitting a Proposal Modification Form if you need to make changes to the faculty, course, or session in the approved proposal. Modifications must be made the semester before the program as late changes may not be accepted.
- Finalizing and distributing your syllabi to students who have confirmed their participation. Program leaders are expected to meet with their students before departure to discuss the course(s).
- Ensuring that all program courses are approved and designated as Non-traditional. Please work with your department if the course(s) you propose does not already have the Non-traditional designation. The process can take several months.

Your administrative responsibilities include but are not limited to:

- Attending all meetings required by Education Abroad including the first meeting, exit meeting, and trip leader briefing;
- Attending all program pre-departure orientations delivered by Education Abroad;
- Developing and delivering a pre-departure orientation dedicated to course-specific information and reviewing the syllabus and academic expectations;
- Conducting an on-site orientation upon arrival which covers behavioral expectations, risk management protocols, and emergency procedures;
- Monitoring class participation, participation on excursions, and student behavior;
- Enforcing attendance policy;
- Documenting and reporting to Education Abroad all incidents involving student behavior, health, safety, and security, including failure to attend scheduled events, trips or classes;
- Being available to students via an emergency contact number (cell phone) at all times;
- Working with students to resolve any housing issues, whether with a host family, dormitory, etc.;
- Assisting, to the extent necessary, with the health and safety (hospital/doctor visits) of students during the program;
- Assisting students with cross-cultural adjustment;
- Keeping receipts and logging all expenses associated with program funds, adhering to the program budget, and following TAMU Education Abroad financial policies;
- Communicating with Education Abroad within 72 hours concerning any matters related to student safety and well-being, behavior, or other issues that arise involving students;
- Administering program evaluations and assessments;
- Completing all Clery reporting requirements as set for by the Office of Risk, Ethics, and Compliance (OREC); providing Education Abroad with a written report of incidents or issues that may have occurred;
- Completing a program debrief with Education Abroad

Compensation for this period is determined by your college/department and is subject to deductions as required by State and Federal laws and other deductions as authorized by you. Your budget for personal meals, lodging, transportation, incidentals, and other pre-approved expenses will be detailed in the program budget. For programs managed by Education Abroad, the program budget is the official budget and details the approved amount for all working fund expenses.

A PDF copy of this document will be provided to you via email.

ACKNOWLEDGEMENT

I acknowledge that I understand and agree to the terms and responsibilities of leading a faculty-led program. I understand that by selecting "Accept" via the Education Abroad Portal, I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Thank you for all you do in support of Education Abroad.

Sincerely,

Dr. Holly Hudson, Executive Director
Education Abroad

Last Updated: April 2020