EDUCATION ABROAD
SEATTLE UNIVERSITY
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Education Abroad and Program Directors: OUTLINING OUR PARTNERSHIP

The first step towards planning an education abroad program is to understand the roles of the Education Abroad Office (EAO) and the Program Director so that we can work together in the most productive way.

EAO Responsibilities:

- Assist with the program proposal
- Aid with budget planning
- Establish deadlines for the completion of EAO forms
- Provide general support of program promotion via EAO information sessions, website, and the study abroad fair
- Suggest transportation, planning, and program development resources when possible
- Verify compliance with university contract requirements
- Collect and file partner contracts
- Maintain a record of student participation
- Process student applications including discipline history review
- Report students with significant discipline histories to the Program Director
- Provide Program Director with list of participants' emergency contact information
- Assist with accommodations for participants with disabilities
- Conduct pre-departure and re-entry programming
- Facilitate Faculty Director Workshop (crisis management, etc.)
- Enroll all program participants into university travel insurance
- Register all program participants with the US Department of State
- Monitor US State Department Travel Advisories, health conditions, etc.
- Respond to student affairs issues and crisis reported by faculty directors while in the field
- Assist with student refund policy, if necessary
- Provide a program evaluation form

PROGRAM DIRECTOR Responsibilities:

Program planning and design:

- Obtain department and college support
- Prepare program proposal and gather budget information
- Inform EAO of interest in exploring in-country partners
- Negotiate, in partnership with EAO, in-country partner contracts
- Establish program requirements (prerequisites, language, GPA, student status, etc.)
- Establish program itinerary
- Identify and coordinate with overseas support system, agents and vendors re: teaching facilities, host institutions, guest speakers, local transportation, medical facilities, hotels, travel agency, housing/hotel reservations, etc.).
- Organize and plan all group trips and events (tour guides, excursions, farewell dinner, etc.)
- Design the academic aspects of the program and plan academic, professional and cultural tours and lectures as well as on-site transportation, faculty and participant housing, etc.
- Set up the program budget
- Per College/School policy, establish preliminary and final program budgets in consultation with EAO Program Specialist
- Work with college/school budget manager to set up appropriate participant charges through the Bursar's Office
- Honor both College/School and EAO deadlines for the completion of paperwork
- Attend EAO faculty training programs.

Student recruitment and preparation:

- Promote program (class visits, e-mail, word of mouth, interest meetings, etc.) to actively recruit students
- Publish program course information in the course schedule and the department website
- Interview and select applicants
- Create a program application that includes information such as full name, SU ID #, contact numbers and email address
- Advise interested participants of the application, program payment and deposit process
- Organize at least two pre-departure orientation meetings which should include (minimally) the following information: course content, textbooks, country information, health and safety, expectations, visas, passports and emergency contacts
- Disseminate site-specific orientation materials to students, including faculty pre-departure and on-site contact information and student housing information (with copies to EAO)
- Be informed about student pre-departure materials provided by EAO
- Advise participants of the registration procedures
- Ensure that all participants complete waiver and health information forms and that all forms are collected and sent to EAO at least one month prior to departure or **May 1**, which ever date is sooner
- Conduct an audit of participants at least two weeks prior to departure to be sure that all are registered for the program (which triggers the billing cycle)
- Provide EAO with your on-site contact information including addresses and phone numbers

Academic responsibilities:

- Distribute course syllabus to students, with copy to EAO
- Teach course(s) approved on program proposal with the appropriate number of contact hours
- Select and arrange for local guest lecturers to enrich course(s)
- Oversee drop/add procedure where applicable
- Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process as appropriate
- Distribute and collect post-program evaluations and provide a complete copy to EAO

On-site responsibilities:

- Adhere to all Seattle University policies as delineated in the Faculty Handbook
- Model appropriate conduct and hold students accountable for SU Code of Conduct
- Notify EAO of arrival at program site
- Participate in group excursions and events
- Provide students and EAO with contact information during program free periods; attempt to collect such information from students
- Proactively assist students as needed with logistical challenges (how to ride public transportation, change money, use a telephone, etc.)
- Respond in a timely manner to students in crisis (accident, illness, family problems at home, etc.): contact EAO about serious cases.
- Monitor group dynamics and activities as is feasible and intervene as needed
- Promptly report to EAO and document any inappropriate student behavior
- Monitor spending against program budget

Post-program responsibilities:

- As required by Controller and College/School budget officer, reconcile cash advances with original receipts within 30 days of end of program
- Program expenses paid as budgeted for the duration of the program (airfare, U.S. and international ground transportation, per diem, lodging, group excursions and events)
- Submit program report to EAO within 30 days of end of program
- Submit grades to Registrars Office according to schedule posted by Registrars Office (e.g. convert N grades to letter grades, etc.)
- Compensation (assuming that the program meets the minimal enrollment goal): consult with College/School policy