2017 Faculty-Led Programs Agreement

I understand that the faculty-led study abroad program I am proposing will be cancelled unless the required minimum number of students register for the program.

I agree to:

- read and carry out the responsibilities outlined in the Guidelines for Summer Program Faculty and Directors Manual;
- actively recruit students to participate in the program during the fall and spring semester prior to the program;
- review applications on a rolling basis and notify Education Abroad of the admissions decision within 7 days of receipt of application;
- with Education Abroad staff, develop pre-departure content for the students and co-host pre-departure orientation;
- attend training workshop(s) for faculty program leaders;
- develop emergency/crisis response plan in collaboration with Education Abroad;
- develop and deliver on-site orientation upon arrival;
- collect and submit to Education Abroad student cell phone numbers and roommate list (if applicable);
- notify Education Abroad of any program changes, student issues, or Clery-reportable incidents that occur while abroad;
- submit grades for each student at the end of the program, by the stipulated deadline;
- submit an evaluative report of the program within 30 days of program completion and reconcile travel advance within two weeks of program completion.

Name of Faculty Member (please print):

Signature of Faculty Member:

Date:

Updated 7/25/2016