Faculty-led Short Courses: Roles & Responsibilities

Short Course Faculty Leaders

- Develop Short Course and prepare proposal documents
- Obtain necessary approvals from Program Director & College
- Submit the online proposal & supporting documents to the Study Abroad Office (SAO) by deadline
- If accepted, schedule a meeting with the Director of SA to review the itinerary and discuss travel logistics.
- Develop an itinerary & budget (1st draft)
- Work with SAO to determine which travel agent (TeleTravel, WorldStrides, etc.) will be used & the services required.
- Work directly with travel agent to develop program (hotel, air, day-to-day activities, etc.) and develop their student program cost.
- Work with SAO to finalize the budget and student cost. (Please note: faculty should not provide students with a price until the SAO has confirmed it!)
- Share all itinerary changes and confirmed details with SAO
- Work with SAO on recruiting strategies (info sessions, flyers, etc.)
- Organize at least one meeting/info session to recruit students. Inform the SAO when/where the info sessions are so that they can be advertised on the SAO website & a staff member from SAO can plan to attend.
- Be open to communicating with students and/or parents who have questions about the course & travel itinerary.
- Work with SAO to review student online applications when complete.
- Assist SAO in collecting required documents as needed.
- Request travel advance from SAO at least 1 month prior to departure.
- Be aware of safety and security concerns in your destination country.
- Communicate all personal requests (meals, seat assignments, frequent flyer #s) directly to travel agent.
- Arrange a pre-departure call with the travel agent in the weeks before departure to confirm all logistics.
- Provide SAO with your emergency contact information.
- Serve as on-site first response crisis manager and immediately contact SAO or campus security with concerns, violations of Student Code and/or emergencies.
- Maintain incident log.
- Complete post-trip program report and submit to SAO along with incident log.
- Complete travel settlement & submit expense report/receipts to SAO within 30 days of return.
- Assist the SAO (as needed) in distributing/collecting post-trip student evaluations.
- Submit grades to the Registrar's Office
- Meet with Director of SA for post-trip debriefing.

Study Abroad Office (SAO)

- Collect online Short Course proposals; assess risk factors of location and program; review with Provost's Office to determine if approved.
- Meet with faculty leader to discuss logistics and itinerary and determine travel agent options/services.
- Develop and approve program budget; publish student fees.
- Prepare online application materials
- Provide students & faculty with information on the application process, deposit & deadlines.
- Check disciplinary status of all applicants.
- Give faculty online access to review student applications.
- Coordinate with Bursar's Office to develop budget lines.
- Communicate short course & cost information to Cashier (who will collect program deposits)
- Review completed applications, discuss with faculty and determine acceptance status.
- Send students notification of their acceptance status.
- Collect post-acceptance materials from students (decision forms, passport copies, etc.)
- Assist with Visa process (if applicable).
- Provide Registrar's Office the list of accepted students to register for the course.
- Provide Student Accounts the program fees so they can be added to students' accounts.
- Work with travel agent & faculty to make payment arrangements for short course logistics (hotel deposits, airfares, etc.)
- Prepare invoices and submit to Accounts Payable.
- Follow-up with travel agent/faculty to ensure payments received and arrangements secure.
- Enroll students in Insurance plan.
- Prepare faculty travel advances.
- Prepare pre-departure binder for faculty complete with student passport copies, health/medical information, emergency contact info, travel logistics, etc.
- Provide the faculty member with handbook and safety/emergency info.
- Respond to emergencies or concerns during travel period.
- Collect/review incident log and faculty's post-trip report.
- Prepare/distribute short course evaluation for students (may require faculty's assistance with this).
- Review faculty's expense report/receipts and submit to Accounts Payable.
- Schedule a post-trip meeting with faculty.

Others

Program Director and Academic/Executive Dean

- Review proposal to determine if the location, target enrollment, course curriculum, etc. conflicts with other proposals, courses or existing semester-long programs.
- Review short course proposals to determine if they can be submitted to SAI & Provost's Office for final review.

Registrar's Office

- Collect list of approved participants from SAO & register students for the course.
- Obtain grades from faculty post-trip or at end of semester.

Cashier & Student Accounts

- Collect students' $250 program deposit
- Obtain list of approved participants and program fees from SAO; place charges on students' accounts.
- Collect all tuition/ program fees from students

Travel Agent

- Work with the faculty to determine services provided (air, hotel, ground transportation, group meals, entrance fees, cultural activities, tour guides, guest lecturers, etc)
- Update SAO on travel arrangements and provide SAO with quotes/cost information.
- Assist SAO with Visas (if applicable)
- Provide SAO with pre-departure information for faculty & students (flight e-tickets, luggage tags, etc.)
- Organize a pre-departure conference call or meeting to confirm itinerary details.
- Send invoices to SAO; settle all post-trip expenses.
- Coordinate travel assistance for faculty in-country and provide emergency assistance/support.