

Park University Office of International Affairs and Education (OIAE) Guidelines for Faculty-Led Programs

Your duties and responsibilities as a Faculty Director include:

1. Academic Content

You are responsible for the academic content of the Program, including the syllabus, book orders and printing, classrooms and lectures.

2. Travel and Logistical Arrangements

If no program provider or on-site coordinator is utilized to arrange program logistics (housing, in-country and local transportation, meals and excursions), it is your responsibility to make these arrangements after the first year. During the first year, the OIAE will work with you to make these arrangements if no program provider or on-site coordinator is used. In this case, where no program provider or on-site coordinator is used, OIAE will arrange flights.

3. Budget

You must provide budget figures for all academic and travel expenses after the first year. OIAE will establish the tentative and final program fees. During the first year, the OIAE will work with you to provide budget figures.

4. Course Descriptions

You are responsible for developing a course description, which should incorporate brief narratives of the academic course, program structure, faculty biography, as well as prerequisites, degree requirements fulfilled, housing and meals, and any physical demands students must meet to participate in the program.

5. Marketing and Recruitment: *program-specific marketing and the recruitment of students is one of your primary responsibilities*

The OIAE will publish brief descriptions of the program and carry out general marketing for the off-campus curriculum for that term. You should expect to promote your program to students and your peers and to visit classes. The OIAE will assist with creating printed and e-publications as needed.

6. Enrollment

OIAE coordinates the program enrollment process. You will be in charge of communicating with the Registrar and the Student Assistance Center regarding course enrollment. All students are required to submit an application dossier by the dates specified by OIAE and you. You will select students, based on eligibility requirements, the dossier and other resources, including interviews and additional paperwork.

7. General Supervision of Students

You will supervise and direct students in the academic and intercultural goals of the program both while in this country and while on the program. You are the primary adult responsible for the supervision and welfare of the student participating in the program.

Among other things, you are responsible for supervising and monitoring each student's conformance to Park University and other applicable policies, rules, regulations and standards of conduct. You should be familiar with the Park University Student Conduct Code and Drug and Alcohol Policy as well as the Risk Management Handbook.

8. Cancellation

Park University reserves the right to discontinue this program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of this program are travel warnings and advisories from the U.S. Department of State and insufficient enrollment. If this program does not reach minimum enrollment by the final application deadline, it will be cancelled.

9. Withdrawal

It is expected that you will not withdraw from the position of Faculty Director for the program except in an emergency. If it is impossible for you to serve as Faculty Director, you must immediately notify OIAE. Depending on the withdrawal date, the program may be cancelled or a replacement Faculty Director obtained.

10. Collaboration with OIAE

You must work in collaboration with the OIAE staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, you and the OIAE staff must plan to communicate and meet regularly. If this is a first trip, the OIAE will provide additional guidance in planning and logistics, and may send a staff member to assist with the program itself.

11. Compensation

Your compensation for serving as Faculty Director consists of your salary for the course(s) you are teaching plus your academic and program required travel expenses. No additional stipend or salary is provided.

12. Student Orientations

Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, you are required to schedule at least three pre-departure orientation sessions with your student participants. OIAE will provide each student with a pre-departure handbook, which should be used as a tool to discuss your program's specific location, climate and culture. If this is your first time as a Faculty Director, OIAE will help you prepare and present your orientations.

OIAE will work with you to schedule your orientation sessions. Additional pre-departure meetings and correspondence are highly encouraged. Your program must have an on-site orientation, conducted during the first two days after arrival, and you should also plan frequent times during the program for students to process and reflect on their intercultural experience. OIAE will give you ideas for activities during these times. If the program is two weeks or less, you must provide daily reflective time. For programs of longer than two weeks, every two to three days is sufficient.

13. Faculty Director Preparation

Twice a year, OIAE will offers faculty director preparation sessions based on need and availability. You are required to attend one of these sessions before departure.

14. Financial reporting

Park University requires complete financial reporting for all expenses incurred by the program. Meetings will be arranged prior to departure to review the program budget and the requirements for reporting expenditures according to the university's accounting procedures. It is your responsibility to read and abide by the university's Purchasing Policy. You are required to complete Purchasing Card and expense reports and submit all receipts and documentation for expenses incurred within 30 days of your return.

Deadlines

After approval of your proposal by the Study Abroad Faculty Advisory Board, you must develop the program by April 1 (fall/wintermester programs) or October 1 (spring/summer programs). The tasks described in paragraphs 1-5 must be completed by this deadline or the program will be cancelled.