**Roles and Responsibilities for Faculty-led Travel Courses**

Office of International Programs and Services, Western Carolina University

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|  | **Faculty** | **Academic Department**  | **Office of International Programs and Services**  | **Student**  |
| **Program Planning** | * Identify overseas site
* Design course (syllabus, itinerary, budget and risk assessment)
* Seek approval from the department head and dean
 | * Work with the faculty member to ensure that the academic rigor is achieved in the travel course.
* Confer with the college dean about the feasibility and academic appropriateness of offering the course.
* Provide academic advising
 | * Develop faculty-led policies and procedures
* Conduct information sessions to faculty
* Assist faculty with program development, including but not limited to selection of site abroad, 3rd party provider, itinerary development, and budget planning
* Review the faculty-led proposal and submit to the Provost’s Office for final approval
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| **Budget**  | Develop travel budget  |  | Advise faculty in budget planning | Work with Office of Financial Aid if applicable  |
| **Marketing/Recruitment**  | • Conduct program promotion and student recruitment• Select participants | Assist with program promotion, student recruitment, and application review | Promote faculty-led program through student advising sessions and social media | Complete student application and related paperwork |
| **Course Registration**  |  |  | • Review student applications and requesting judicial records • Build faculty-led course in Banner • Coordinate student billing and financial aid with the Controller’s Office and Office of Financial Aid• Register students to the faculty-led course with the Office of Registrar |  |
| **Travel Logistics**  | Arrange all aspects of travel logistics |  | * Process contracts
* Conduct financial procedures
* Pay bills for the travel
* Book STA Travel Insurance and HTH International Health Insurance for all students and faculty
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| **Orientation**  | Lead pre-departure activities, including orientation meetings and/or teaching a preparatory seminar |  | • Conduct pre-departure orientation to students per request • Conduct mandatory faculty training | Attend pre-departure orientation and other related meetings |
| **On-Site Management**  | * Manage all aspects of program
* Conduct on-site orientation to students
 |  | • Serve as the primary communicator for parents’ inquires and other inquires• Serve as the emergency contact for faculty and students  |  |
| **Post Program** | * Respond to survey
* Reconcile travel expenses
 |  | * Conduct program evaluation
* Assist faculty with travel reimbursement
 | Respond to survey  |