Faculty-Directed Program
Faculty Expectations

The quality of study abroad programs directed by faculty, and the resulting experience of students who participate in them, depend on the degree to which participating faculty involve themselves in the planning, recruitment and implementation, as well as the daily operation of the program on site. The duties of on-site faculty include attention to the administrative details and logistics that make such programs run smoothly, often in difficult international contexts. Involvement beyond the academic component includes logistics, extracurricular activities, and the personal lives of the students who participate. In addition to teaching, faculty must be available to students outside of the classroom.

I am committed to serving as one of the leaders of a Clemson University study abroad program. I am responsible for and agree to:

1. Conduct marketing of the program and recruitment of students.
2. Screen and interview applicants, as part of the application process, to determine that the focus of the course and the student expectations are a good match.
3. Be familiar with and have a thorough knowledge of the program costs and university billing procedures in order to convey this information to students.
4. Make all overseas arrangements (travel, housing, meetings, etc.) through coordination with the Clemson Abroad Office.
5. Lead the international excursion, plan and teach the course, and lead/accompany students on program activities, field trips, cultural events, etc. (If you will not be present with the group at some point during the program, please notify Clemson Abroad.)
6. Oversee all aspects of travel, including housing, student conduct, health and safety, crisis management, etc.
7. Abide by the policies and procedures of the sponsoring institutions. Communicate to students that their behavior will be governed by the policies of Clemson University.
8. Abide by the policies stated in FERPA, Title IX, and the Americans with Disabilities Act.
9. Follow all safety and security procedures. Ensure that students complete all appropriate release forms.
10. Notify any sponsoring institution abroad as well as the Clemson Abroad Office and CUPD in the case of any emergency situations that arise (student illness, natural disaster, etc.) Keep in mind how world events are perceived by parents at home and provide information directly to foreign partners and the Clemson Abroad Office.
11. Ensure that students complete and submit program evaluations.
12. Submit all required materials to the Clemson Abroad Office including: a) copies of passports, flight or travel arrangements for faculty member(s) traveling overseas, b) emergency plan, c) detailed final itinerary, d) finalized syllabus, e) budget reconciliation immediately upon return.
13. Meet the academic expectations for courses offered for credit. This includes completing required within-discipline contact hours, having reasonable assessment activities, and generally maintaining the expected level of rigor.

I have read the “Faculty Expectations” and I agree to fulfill the obligations described.

Faculty Member Signature: ________________________________ Date: ______________
Faculty Member Signature: ________________________________ Date: ______________
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