



EXPECTATIONS OF PROGRAM DIRECTORS

Center for Global Engagement

Name: _____
Last First Middle

Department: _____ Title: _____

Program Name: _____ Years at Baylor: _____

Thank you for your commitment to serving the students of Baylor University as a study abroad Program Director. Eligible Program Directors are faculty members with **at least three years of service** to the University and a demonstrated passion for working with students and the study abroad experience. The primary responsibilities of a Program Director are submitting the annual proposal/renewal materials for CGE review, developing the academic content of the program, targeting students and actively marketing the program, developing an international itinerary for the program, negotiating with vendors, proposing and overseeing a working budget, serving as a resource for students for students domestically and abroad, and the safety and security of students while abroad.

Please describe your experience leading students in an international setting: _____

Prior to departure, Program Directors are expected to:

- Develop a student-centered study abroad experience
- Attend Director Development and other study abroad meetings, workshops, and trainings
- Develop an intentional academic experience that integrates the culture of the host country, clearly differentiating the study abroad experience from the on-campus experience
- Serve as primary contact for vendors and affiliates and follow all policies concerning financial matters (approved vendors, gathering bids, reviewing invoices, negotiating contracts, etc.)
- Exercise financial stewardship in the creation of budget, understanding that students bear the financial burden
- Represent Baylor and CGE well
- Actively use BearsAbroad for recruiting and reviewing student applications
- Develop a creative marketing strategy, including the promotion of scholarship opportunities

- Prepare participants through pre-departure meetings for what to expect abroad, including cultural competence, health and safety, packing, travel logistics, etc.
- Attain adequate training to navigate basic medical situations
- Confirm course registration and student financial settlement for tuition and program fees prior to start of program
- Ensure that all program leadership complete background checks and complete mandatory trainings to remain eligible to travel with students.
- Report any student concerns to the Study Abroad Director and the Case Manager for Student Life prior to departure (behavioral, conduct, academic, etc.)
- Process any accommodation requests with the Office of Access and Learning Accommodation (OALA)
- Adhere to legal compliance and Baylor policy.
- Ensure that a participating faculty member is prepared to teach a section of the GBL 1102 course.

While overseas, Program Directors are expected to:

- Holistically guide participants through program, initiating regular reflection and meaningful discussion
- Ensure participant safety to the best of their ability and be a first responder (which may include accompanying students to the hospital, airport, etc.) while abroad in the case of an emergency; report incidents to CGE
- Make accommodations for students as is practicable
- Coordinate with other program leaders to ensure that an on-the-ground Baylor leader is present in the host city and always physically reachable to students; be available for students at all times
- Understand and explain the resources available to program directors and to students, both domestically and abroad, especially in crisis and emergency situations
- Make decisions in crisis and emergency situations
- Stay informed of the whereabouts of students, including any deviation from the itinerary (in writing)
- Model and enforce the Baylor University Student Code of Conduct
- Enforce and adhere to legal compliance, Baylor policy, and all local laws
- Convey expectations, learning outcomes, and Baylor policy to students

Upon return, Program Directors are expected to:

- Complete expense reports and submit final receipts within 30 days
- Assess the success of the program to continually improve and develop the experience
- Encourage students in understanding and sharing their experience abroad

Upon return, the Center for Global Engagement will review Program Director performance in adhering to these expectations and may use the outcomes during the program renewal review for the following terms.

Program Director: _____ **Date:** _____

Director of Study Abroad: _____ **Date:** _____

Vice Provost for Global Engagement: _____ **Date:** _____