

Guidelines for Course Leaders:

Pre-Departure Guidelines for Course Leaders

- Meet and discuss program proposal with SAC at least 12 months before planned program.
- Complete online program proposal application by term-specific deadline.
- Assist SAC in recruiting students for program.
- Coordinate with SAC to ensure student participants complete study abroad online application.
- Determine itinerary and assembly points for program and share with SAC and student participants prior to departure.
- Meet with SAC to finalize program budget, review program folder, and logistics.
- Attend course leader trainings organized by SAC including safety, health and emergency training prior to program departure.
- Be familiar with institutional policies relevant to student participation in study abroad and possible issues, for example, Student Code of Conduct (3.02), International Study Abroad Programs (3.14), Discrimination, Harassment, and Sexual Misconduct Policy (13.02), etc.
- Submit necessary authorization and comply with government, institutional, and department regulations regarding travel, study and research in the host country.
- Know that the University reserves the right, at its discretion, to cancel the program should conditions beyond the control of the University prevent the program from running (i.e. government-issued advisories, natural disasters, adverse currency exchange rates, etc).
- Create and conduct a minimum of four program-specific pre-departure sessions for student participants to discuss program itinerary, destination, culture, safety, and behavior expectations. Study Abroad Center staff will assist with one of the sessions in order to review safety, billing, and insurance information.
- Obtain a valid passport and verify that SAC has a copy of the information page.
- Be familiar with U.S. Embassy location and contact information.
- Update your emergency contact information, as necessary, prior to program departure.
- Conduct daily briefings with students while abroad regarding the day's itinerary and emergency meeting locations.
- Strongly recommended: attend a travel consultation with a health care provider who is certified in travel medicine at least 8-12 weeks prior to program departure.
- For more information, course leaders should review the Handbook for Faculty-led Programs.

In-Country Guidelines for Course Leaders

Safety Protocols

- Consider the safety and well-being of the group at all times.
- Be aware of whereabouts of all student participants at all times.
- Carry an international cellular phone, which can be obtained with the assistance of the SAC, and provide numbers to student participants prior to travel.
- Establish an emergency point and place in-country for students to gather in case of emergency situations (i.e. natural disaster, political unrest, terrorist attack, etc.). Provide SAC and student participants with the location along with contact information.
- Be familiar with and keep a copy of the emergency action plan.
- Keep emergency contact information (U.S. Embassy/Consulate, insurance provider, in-country colleagues, etc.) in a safe but easily accessible place.

- Be familiar with local modes of transportation and know how to travel to international airports and medical facilities in the area(s) you are traveling.
- Follow SAC advice on guests and visitors to the program and be prepared to deny visits by friends and family wanting to join the program.
- Keep course leader folder of student information as provided by SAC at all times.
- Contact local law enforcement or emergency responders when emergencies happen. Also contact SAC (001-319-273-7700) as soon as possible.

Communication Protocols

- Communicate with SAC a minimum of two times per week regardless of circumstances.
- Communicate with SAC when all student participants have arrived on program start date and departed on program end date.
- Communicate issues as soon as possible with SAC.
- Supervise students on a daily basis, maintain contact, and be available to students.

Behavior Protocols

- Respect and comply with host country laws and procedures.
- Be sensitive to host country culture and practices and strongly encourage student participants to learn about the culture.
- Represent UNI and the state of Iowa in positive manner.
- Establish a leadership role and positive group dynamic; clarify for student participants their role in the program and expectations regarding academics and appropriate behavior.
- Respect course participants and maintain a professional relationship with student participants at all times; UNI policy 13.02 (Discrimination, Harassment, and Sexual Misconduct) extends to programs abroad.
- Follow SAC guidelines for living and sleeping arrangements at all times.
- Report immediately all incidences of sexual harassment, misconduct, and assault to the Title IX Office, Leah Gutknecht (001-319-273-2846) or leah.gutknecht@uni.edu to any of the Title IX Deputy Coordinators.

Academic Protocols

- Be responsible for all academic components and curricular matters, including service learning, related to the program.
- Be prepared to offer basic student counseling.
- Be prepared to take disciplinary action with student participants and keep SAC informed immediately of all actions taken.
- Have an understanding of the local culture and act as an intercultural facilitator and liaison between the home and host cultures.
- Include behavior while abroad as a grading component.
- Communicate to student participants about assignments, grading policies, program evaluation, student assessment, and final reports.

Administrative Protocols

- Keep track of all program expenses made on-site and submit them to SAC upon return.

- Comply with government, institutional, and department regulations regarding travel, study and research in the host country.
- Resolve any conflicts that may arise between student participants and update SAC on a regular basis.
- For more information, course leaders should review the Handbook for Faculty-led Programs.

Post Program Guidelines for Course Leaders

- Return SAC cellular phone (if provided), course leader folder and its contents within two weeks of returning to the U.S.
- Submit all financial information to SAC and attend exit meeting with SAC within two weeks of returning to the U.S. in order to assess the study abroad program.
- Review exit meeting summary provided by SAC for comments or corrections.
- Hold a debriefing meeting with student participants and encourage them to complete post program online application component.
- Assign grades to all student participants.
- For more information, course leaders should review the Handbook for Faculty-led Programs.