**STATEMENT OF RESPONSIBILITY FOR FACULTY-DIRECTED EDUCATION ABROAD PROGRAM DIRECTORS**

Michigan State University’s Office for Education Abroad is very appreciative of your willingness to serve in the critical role of program director or co-director. Your commitment to the international education of our students is highly valued.

As partners in this enterprise with the sponsoring colleges, the Office for Education Abroad and the Office of International Health and Safety are here to support you in any way that we can before, during and after your Education Abroad program.

This Statement of Responsibility outlines the role of an Education Abroad (EA) program director or co-director at Michigan State University (MSU) and the associated expectations and responsibilities. Applicable policies and additional resources are listed at the end of this document.

The Statement of Responsibility is a companion piece to the on-line [Guide to MSU Education Abroad Programming](https://educationabroad.isp.msu.edu/faculty-and-program-directors/guide-education-abroad-programming/) and is intended to be used in conjunction with the [EA Guiding Principles](https://educationabroad.isp.msu.edu/about/overview/). As a member of The Forum on Education Abroad, MSU has made an institutional commitment to abide by the Forum’s [Standards of Good Practice](https://forumea.org/resources/standards-of-good-practice/). Program directors are strongly encouraged to review these standards.

**SECTION A: ELIGIBILITY**

All program directors and co-directors must receive written approval for participation in the EA program from their direct supervisor and the [College Education Abroad liaison](https://educationabroad.isp.msu.edu/about/overview/advisory-council-education-abroad/) each time the program runs (normally annually). An email indicating approval should be sent to the relevant [EA Program Coordinator](https://educationabroad.isp.msu.edu/about/faculty-directory/our-staff/) and include the name of the program director, the program name, and the academic semester in which the program takes place. If a program director or co-director is leading more than one program in an academic year, please list them as part of the written approval. A separate approval is not required.

**SECTION B: IMPLEMENTATION: PRE-DEPARTURE**

*Program Planning and Design:*

1. Develop course learning outcomes, course description and a syllabus. Refer to the Office of the University Ombudsperson’s [Syllabus FAQ](http://ombud.msu.edu/classroom-policies/syllabus-faq.html) and to MSU’s [Syllabus Checklist](https://aan.msu.edu/wp-content/uploads/2017/08/final-accessible-syllabus-checklist.pdf) for helpful information
2. Establish a day-by-day program itinerary to meet the learning outcomes
3. Oversee and manage the planning of all program activities (academically and culturally relevant excursions, group meals, etc.)
4. Work with College Education Abroad liaison to establish salaries for directors and co-directors
5. In collaboration with EA Program Coordinator and College Education Abroad liaisons, provide costs and/or cost estimates, review draft program budget, approve final program budget and program fee
6. If applicable, review any program-related contracts and invoices (transportation, housing, host institutions, activities, etc.) for accuracy before forwarding on to EA for processing and payment. Invoices can be prepaid at any time. Invoices must contain the agency’s refund policy and evidence of liability insurance
7. If group flight or suggested itinerary for student participants is desired, adhere to EA’s [Student Airfare policy](https://educationabroad.isp.msu.edu/faculty-and-program-directors/guide-education-abroad-programming/implementation-pre-departure#jl_magic_tabs_logistics_gix1)
8. Select and verify transportation and housing arrangements (including homestays) that support adequate health, safety and security for all students
9. Identify supporting on-site personnel (e.g. TAs) if applicable, clearly define roles and refer them to the relevant EA Program Coordinator for registration in the EA database. All on-site staff must go through the appropriate training (see *Administrative Responsibilities* below, items 2-4)
10. Do not cancel program for any reason (safety concerns, under-enrollment, etc.) without first consulting with both EA and College Education Abroad liaisons. Cancellation and / or suspension of programs for health, safety and security reasons is handled by MSU’s Risk and Security Assessment Committee (RSAC) in consultation with MSU leadership. The Provost has final authority to cancel / suspend a program for health, safety and security reasons. Program directors with health, safety and safety concerns are encouraged to discuss with EA so that appropriate action may be taken, including initiating a review by RSAC
11. Develop an emergency plan and share with students and EA one month prior to departure. Encourage students to share this information with their family. Use the [Emergency Action Plan (EAP) Checklist](https://oihs.isp.msu.edu/faculty-and-staff/education-abroad-program-directors/training-and-resources/) as a guide and consider including this information in the syllabus. The plan should address on-site response to emergency situations that could arise during the program. It should also explain how the program will continue should a program director or co-director become ill, unavailable and/or need to stay behind with a student unable to travel

*Student Recruitment and Preparation:*

1. In collaboration with academic advisers, program alumni and other relevant individuals, promote and recruit students actively (class visits, e-mail, web and social media marketing, EA Expo and college fairs, information meetings, word of mouth, etc.)
2. Through the EA portal, update online program materials and provide an accurate description of the program to prospective students
3. Provide a timely response to inquiries from students and / or refer them as appropriate (Academic Advisors, Office for Education Abroad, Office of Financial Aid, etc.)
4. Organize and facilitate information meetings as appropriate
5. Select applicants consistent with the academic requirements for the program and all MSU and EA policies, including the university’s [Anti-Discrimination Policy](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
6. Organize and facilitate pre-departure orientation meetings. We recommend that these meetings occur in-person, as public health guidance and University protocols allow. For those students who can’t attend in-person (e.g., non-MSU participants), provide an online option for them to participate. You are encouraged to use the Office of Global Health, Safety and Security (Global Safety) [pre-departure orientation template](https://oihs.isp.msu.edu/faculty-and-staff/education-abroad-program-directors/training-and-resources)
7. Disseminate site-specific materials to students, including a day-by-day program itinerary and course syllabi, faculty pre-departure and on-site contact information, arrival instructions, appropriate and relevant cultural information, and student housing information (with electronic copies to EA and the College Education Abroad liaison approximately one month prior to departure. EA will use the syllabi to ensure accurate course information is made available to potential participants to support recruitment efforts and inform student decision-making)
8. Review EA [pre-departure orientation materials](https://educationabroad.isp.msu.edu/students/admitted-students/pre-departure-orientation/) and encourage student compliance in completing this requirement
9. Familiarize yourself generally with the [student application process, withdrawal policies and EA’s Refund and Charge Policy](https://educationabroad.isp.msu.edu/students/apply/). Specific questions from students should be referred to EA
10. Direct any student expressing a wish to withdraw from the program to the [Office for Education Abroad](https://educationabroad.isp.msu.edu/) for administrative and financial information, as well as their academic adviser for curricular information
11. Direct any student with health questions, including questions regarding immunizations, to the [MSU Travel Clinic](https://travelclinic.msu.edu/)
12. Inform students of your mandatory reporting responsibilities per the university’s [Relationship Violence and Sexual Misconduct (RVSM) policy](https://oie.msu.edu/policies/rvsm.html). This should be included in pre-departure meetings and in the course syllabus
13. Adhere to any applicable MSU and EA policies and procedures, should any students be minors (under the age of eighteen at time of participation)
14. Refer any student seeking accommodation for a registered disability to the MSU [Resource Center for Persons with Disabilities](https://www.rcpd.msu.edu/) (RCPD)

*Academic Responsibilities:*

1. Review and appropriately implement
   1. MSU’s [Code of Teaching Responsibility](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=514)
   2. Faculty Handbook’s statement on [Faculty Rights and Responsibilities](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html). This statement applies to any MSU-sponsored program no matter the location
   3. MSU’s [Integrity of Scholarships and Grades](http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades) policy
   4. MSU’s [Student Rights and Responsibilities](http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university) (and, if applicable, the respective documents for graduate and professional students: [Graduate Student Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities), [Law Student Rights and Responsibilities](http://splife.studentlife.msu.edu/law-students-rights-and-responsibilities), [Medical Student Rights and Responsibilities](http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilites-mssr))
2. Design curriculum and co-curricular activities for teaching and learning that take advantage of the local culture and facilities and include in course syllabi
3. Select and arrange for local guest lecturers to enrich courses(s) where applicable
4. Obtain any necessary approvals from MSU departments for courses taught by on-site instructors
5. Collect electronic copies of syllabi for courses taught by on-site faculty and submit to EA and College Education Abroad liaison approximately one month prior to departure
6. Provide guidance to on-site, in-country instructors / lecturers / guides regarding MSU academic policies and values, in particular MSU’s [Code of Teaching Responsibility](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=514), and how their contribution fits into the overall program design
7. In collaboration with academic unit, create EA course sections in the appropriate time frame (sections 750-779 and 850-879)
8. Work with college / department personnel to manage course drop/add procedures
9. Work with appropriate college and department staff to monitor course enrollment, ensuring that students are enrolled in the appropriate EA course section and for the minimum number of credits as defined by the program budget. Make sure your EA participant list and class list match not just at pre-departure, but also when submitting grades as some students may have been dropped from their classes unintentionally

*Administrative Responsibilities:*

1. Submit on-site emergency contact information (students and program directors) to EA one month prior to departure. Program directors will receive a template via email from EA
2. Attend all required EA training and, if applicable, attend new program director orientation
3. Complete [Campus Security Authority (CSA) Clery Act](https://ora.msu.edu/train/) training and understand your role as a CSA pursuant to the Clery Act. As a program director, you are considered a CSA while directing your program
4. Attend a [Critical Incident Management Seminar](https://oihs.isp.msu.edu/faculty-and-staff/education-abroad-program-directors/training-and-resources/) the first time you lead or co-lead a program and every two subsequent years
5. Review the EA [On-Site Operations Manual](https://oihs.isp.msu.edu/files/5515/4162/5737/EA_On-SIte_Operations_Manual_AY_18-19_Final1.pdf) before departure
6. Work with appropriate personnel to complete a travel request in Concur
7. If you require a cash advance, contact the EA Business Office at least two weeks prior to departure to receive an approved amount and ensure timely receipt of travel advance funds. Travel Advances are submitted during the Request process in Concur
8. Use the Travel Card while abroad only for approved program-related expenses
9. Do not take additional work commitments during the in-country portion of the program that could interfere with program-related duties and that take you away from the students during official program time or cause you to miss program activities. This could include but is not limited to leaving the program location to (a) conduct research or outreach; (b) instruct other classes; and / or (c) engage in consulting. Exceptions may be made based on program model and instructor appointment. Any such additional work commitments should be discussed with the College Education Abroad liaison and EA prior to departure
10. If the program operates – at any point in time – 90 minutes or more away ( by typical mode of transportation) from reliable, emergency medical care, attend [mandatory first-aid training](https://oihs.isp.msu.edu/faculty-and-staff/education-abroad-program-directors/training-and-resources/#FirstAid)

**SECTION C: IMPLEMENTATION: ON-SITE**

*Upon Arrival:*

1. Check-in with EA upon your arrival at program site and ensure that EA and students have your 24/7 contact information
2. Monitor student arrival at arrival location and promptly inform EA if a student does not arrive as planned
3. Ensure that students receive an on-site orientation
4. Proactively assist students as needed with logistical challenges (e.g., how to ride public transportation, obtain cash, find food, locate meeting points, etc.)
5. Share and discuss emergency plan with students. The plan should address on-site response to emergency situations that could arise during the program. It should also identify a pre-determined meeting location for the group in case of a wide-spread emergency and explain how the program will continue should a program director or co-director become ill, unavailable and/or need to stay behind with a student unable to travel

*Health, Safety, Security & Behavior:*

1. Provide students and EA with your contact information during program free periods; attempt to collect such information from students (e.g., weekend travel)
2. Respond in a timely manner to students in crisis (accident, illness, family problems, homesickness, etc.), including maintaining 24/7 availability for emergencies
3. Monitor group dynamics during program-related and program-sponsored activities and intervene as needed. Create a mechanism for regular check-ins with students
4. Document any inappropriate student behavior reported or observed and promptly report to Global Safety
5. Promptly inform Global Safety of any health and safety issues
6. Promptly report to Global Safety any crimes that occur during your program as required by the Clery Act
7. In the event of a medical emergency, accompany students, or make arrangements for a student to be accompanied by program leadership, to a medical facility. For non-urgent medical care, you should offer assistance to the student but you are not required to accompany them to an appointment
8. In the event that a student must be accompanied home early for any reason (behavioral, medical, etc.), be prepared, if necessary, to personally accompany them or to send another program staff member home with the student without expectation of being able to return to the program site. Should such a situation arise, EA and Global Safety will work with you to develop a financial and logistical plan that is least disruptive to the program and the remaining students
9. If a student is unable to travel to a program location for medical or logistical reasons (e.g. hospitalization, lost passport), the student cannot be left alone. Your emergency plan should account for such eventualities. Contact EA and Global Safety to discuss options
10. Program directors may, under certain circumstances, be required to stay behind with a student who is unable to depart as scheduled at the end of the program. Should this situation arise, please consult immediately with the Office for Education Abroad and Global Safety.
11. Monitor local news and events and, time permitting, consult with Global Safety if you have any health, safety, or security concerns that may warrant significant adjustments to the program
12. Do not endorse, encourage or facilitate independent student activities that involve a high degree of risk and do not use program funds to pay for such activities. Actively discourage, in writing if necessary, participation in high-risk activities if you have reason to believe that students intend to engage in such behavior. A partial list of high-risk activities includes: scuba diving, jet, snow or water skiing, sky diving, bungee jumping, shark cage diving, etc.
13. Enforce the EA [Statement of Responsibility](https://educationabroad.isp.msu.edu/students/admitted-students/student-handbook/statement-responsibility/) and promptly inform Global Safety of any violations
14. Avoid consuming alcohol during program activities, unless doing so is an integral part of the cultural or academic experience. If consuming alcohol during free time, ensure that at least one program director remains capable of responding to emergencies at all times
15. Do not possess, use, manufacture, produce, sell, exchange, or distribute illegal drugs. This includes any drugs that are illegal according to U.S. federal law and local laws, even if legal in the country/city of the program site(s)
16. Model and enforce appropriate professional behavior related to the program goals and institutional policy

*Academic Responsibilities:*

1. Ensure that all participants have the appropriate syllabi and set aside time to talk about it
2. Review and appropriately implement
   1. MSU’s [Code of Teaching Responsibility](https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=514)
   2. Faculty Handbook’s statement on [Faculty Rights and Responsibilities](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html). This statement applies to any MSU-sponsored program no matter the location
   3. MSU’s [Integrity of Scholarships and Grades](http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades) policy
   4. MSU’s [Student Rights and Responsibilities](http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university) (and, if applicable, the respective documents for graduate and professional students: [Graduate Student Rights and Responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities), [Law Student Rights and Responsibilities](http://splife.studentlife.msu.edu/law-students-rights-and-responsibilities), [Medical Student Rights and Responsibilities](http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilites-mssr))
3. Deliver course content with the appropriate number of contact hours
4. Lead and / or attend program-related and program-sponsored excursions and events
5. Supervise students’ program-related and program-sponsored academic and non-academic experiences while abroad. You and other program staff are responsible for students from the official first day of the program to the official end date of the program

*Administrative Responsibilities:*

1. Monitor spending against program budget and retain all necessary receipts to ensure that the program stays on budget
2. Schedule time shortly before the end of the program for students to complete the EA online program evaluation
3. Remain on-site for the duration of the program. Independent travel by program directors is permitted only if it does not interfere with program-related activities and / or academics and if the program director remains accessible by phone at all times

**SECTION D: POST-PROGRAM FOLLOW-UP**

1. As required by MSU Office of the Controller, reconcile cash advance with original receipts within 90 days of the return date listed on the Request
2. Submit program report to EA and College Education Abroad liaison within 30 days of end of program
3. Submit grades online according to the schedule posted by MSU’s Office of the Registrar
4. Facilitate re-entry orientations and/or debriefing sessions
5. Be prepared to meet with Education Abroad staff and/or college representatives to address any issues raised in the required program report and/or in student program evaluations

**SECTION E: POLICIES**

Program directors and co-directors should familiarize themselves with and follow the information available at <https://oihs.isp.msu.edu/faculty-and-staff/education-abroad-program-directors> and <https://educationabroad.isp.msu.edu/faculty-and-program-directors/guide-education-abroad-programming/>

Program directors must adhere to all EA policies including, but not limited to:

* Accompanying Family Member guidelines: The Office for Education Abroad discourages program directors from having family members accompany them on their program. MSU/Education Abroad reserves the right to impose limits and/or conditions on the roles, activities and presence of family members or friends who accompany program directors. In general, family members cannot serve in an official role on the program, including as an emergency back-up person or secondary support personnel, cannot interfere with or join program activities, and MSU assumes no responsibility for their health and safety. Review the full policy, including limits and conditions regarding employment, liability, accommodations, excursions, meals, minor children and international medical insurance here: <https://educationabroad.isp.msu.edu/faculty-and-program-directors/guide-education-abroad-programming/implementation-pre-departure#jl_magic_tabs_personal_travel_preparation_gix18>
* Education Abroad Student Airfare policy: <https://educationabroad.isp.msu.edu/faculty-and-program-directors/guide-education-abroad-programming/implementation-pre-departure#jl_magic_tabs_logistics_gix1>

In addition, program directors must abide by all federal laws and MSU policies including, but not limited to:

* Family Educational Rights and Privacy Act (“FERPA”) (<https://ogc.msu.edu/faq/ferpa-faq.html>)
* University-wide policies and procedures (<https://hr.msu.edu/policies-procedures/university-wide/index.html>)
* MSU’s Code of Teaching Responsibility (<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=514>)
* MSU’s Faculty Rights and Responsibilities (<https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/faculty_rights.html>)
* MSU’s Integrity of Scholarships and Grades policy (<http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades>)
* MSU’s [Student Rights and Responsibilities](http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university) (and, if applicable, the respective documents for graduate and professional students) (<http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university>, <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>, <http://splife.studentlife.msu.edu/law-students-rights-and-responsibilities>, <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilites-mssr>)
* MSU’s Manual of Business Procedures (<http://ctlr.msu.edu/combp/>)
* Policies applicable to MSU appointment status (<https://hr.msu.edu/policies-procedures/index.html>)
* MSU’s Room Sharing policy (<http://ctlr.msu.edu/combp/mbp70EBS.aspx#I72>)
* MSU’s Anti-Discrimination policy (<https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html>)
* MSU’s Relationship Violence and Sexual Misconduct Policy (<https://oie.msu.edu/policies/rvsm.html>)
* MSU’s Policy on a Drug-Free Workplace (<https://www.hr.msu.edu/policies-procedures/university-wide/drug-free_workplace.html>)
* MSU’s policy on Conflict of Interest in Employment (<https://www.hr.msu.edu/policies-procedures/university-wide/conflict_of_interest.html>)

Additional Resources:

* MSU’s Office for Civil Rights and Title IX (<https://civilrights.msu.edu/>)
* MSU’s Office of the University Ombudsperson (<https://ombud.msu.edu/index.html>)
* MSU’s Dean of Students Office (<https://deanofstudents.msu.edu/>)