University of Central Arkansas  
Domestic Travel Course Declarations   
Participating Faculty/Staff

The Participating Faculty or Staff member (“Faculty/Staff”) agrees that throughout this University of Central Arkansas (“UCA”) Travel Course (“Program”), Faculty/Staff will conduct himself or herself in accordance with all applicable statutes, ordinances, and other laws including but not limited to provisions of the UCA *Faculty Handbook* or *Staff Handbook*, policies of the UCA Board of Trustees, Program rules established by UCA, and laws, regulations, orders, and requirements of duly constituted public authorities of the locale where the Program takes place. Faculty/Staff understands that violation of such rules, laws, or provisions may result in disciplinary action by UCA or by another duly constituted authority.

Faculty/Staff agrees to the meet the following expectations to the best of her/his ability:

1. Set an example as a representative of UCA.

2. Provide a safe and quality travel course experience.

3. Comply with the rules and regulations of UCA and other duly constituted authorities.

4. Be available twenty-four hours a day throughout the Program to respond to emergencies.

5. Accompany participants on all scheduled portions of the Program from departure to return.

6. Pay specific attention to maintaining the program schedule and baggage security.

7. Provide UCA officials with emergency phone numbers for each program location.

8. Assist students with medical needs or emergency return passage.

9. Accommodate the physically and mentally challenged.

10. Support students in meeting their obligation to participate in the program with appropriate conduct.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Travel Course Description and Dates: |  | | | | |
|  | |  | | |  |
| Participating Faculty/Staff Member: | |  | | |  |
|  | | |  |  | |
|  | | |  |  | |
| type/print faculty/staff name | | |  | faculty/staff uca id number | |
|  | | |  |  | |
|  | | |  |  | |
| faculty/staff signature | | |  | date | |