**The Role of a Faculty Leader**

As many students are traveling abroad for the first time with a short term study abroad program, leaders play a role beyond teacher or instructor. Leaders are also play recruiter, travel companion and mentor. Leaders are the best advocates for the program.

Courses must be taught and a grade assigned within the term of the program. After the proposal process and successful approval, the year-long process begins. Activities include:

Talking with students about the opportunity

Holding interest meetings

Attending events hosted by Study Abroad

Meetings with students to approve course selection

Ongoing planning with the Office of Study Abroad

Working with the Travel Department to complete paperwork for taking funds abroad

Hosting orientation meetings and class (if needed) in the semester and days before departure

Attending Risk Management training and following guidelines and policies

Once abroad, 24/7 availability is expected.

Completing the evaluation of work and assigning a grade

Exit interviews on the program and TR 1 reports

**What does the Office of Study Abroad do to assist?**

The Office of Study Abroad can provide ideas for successful communication of this opportunity and assist in other ways such as:

Review of budget and itinerary

Peer advising appointments in the Office of Study Abroad

Advertisement of Program Interest Meetings and support in the meeting

Pre-Departure Orientation including assistance with passports and visas

Student Application Process and Communication with Student Accounts

Study Abroad Scholarship Information and Process

Risk Management and other necessary orientation for leaders responsible for programs

Other Scholarship information such as private scholarships with local donors and Government scholarships

Promotion such as the Study Abroad website

Social Media updates and advertisement of programs

Promotion with on-campus activities such as International Education week, Bear Facts and SOAR orientation

Orientation including Health and Safety Orientation

International insurance registration and information

Approval of budgets for programs

Arrangements, contacts, payments and plans with partners abroad and third party vendors

Plans and payment for airfare

Process faculty leader salaries and expense reimbursements

Arrange transport to airport for departure

Assist in departure

Provide support while group is abroad

And more!

**Who may participate?**

UCA students (domestic and international) with at least 30 hours completed, 18 years of age and a 2.5 GPA including international students (international students must communication with International Engagement to ensure all documentation is completed).

Graduate students

Non-degree seeking students (must register with UCA Admissions) examples include students from other universities and community members.

**Faculty and staff may participate and apply for the tuition and fee discount.**