

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 also play recruiter, travel companion and mentor. Faculty 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:

- Sharing the opportunity with a wide range of students
- Communication with third party providers
- Organizing, promoting, and holding multiple interest meetings
- Attending events hosted by Study Abroad
- Approving course selection
- Ongoing planning
- Assistance with study abroad course enrollment with department(s)
- Working with the Travel Department to complete the required TR 1 report
- Hosting orientation meetings and class in the semester and days before departure
- Attending Risk Management training and following guidelines and policies
- Communicating with Study Abroad staff as necessary while abroad
- 24/7 availability once abroad
- Completing the evaluation of work and assigning course grades
- Exit interviews on the program and itinerary
- TR 1 report submitted to the UCA Travel Office

Role of Education Abroad Staff The staff will assist in ways such as

- Providing ideas for successful communication of this opportunity
- Reviewing of budget and itinerary; publishing final program cost
- Maintaining communication with third party vendors, including making payments
- Offering Peer advising appointments for students in the Education Abroad Office
- Advertising Program Interest Meetings and supporting the meeting
- Organizing Pre-Departure Orientation including assistance with passports and visas (USPS passport fair offered once a semester)
- Overseeing the Student Application Process
- Collaborating with Student Accounts and Financial Aid to ensure students are set
- Facilitating the Study Abroad Scholarship Process
- Conducting Risk Management and other necessary orientation for leaders responsible for programs
- Disseminating other Scholarship information such as private scholarships with local donors and Government scholarships
- Running promotions such as the office website and Social Media
- Promoting with on-campus activities such as International Education week, Bear Facts and SOAR orientation
- Conducting orientation including Health and Safety Orientation
- Registering for International insurance and offering insurance information
- Approval of budgets for programs
- Assistance with study abroad course enrollment for departments
- Arrangements, contacts, payments and plans with partners abroad and third party vendors
- Itinerary and payment for airfare
- Process faculty leader salaries
- Arrange transport to airport for departure
- Assist in departure
- Provide support while group is abroad especially in emergency situations

- 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 communicate with Global Learning and Engagement staff 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.