**Roles and Responsibilities for Faculty-led Travel Courses**

Office of International Programs and Services, Western Carolina University

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|  | **Faculty** | **Academic Department** | **Office of International Programs and Services** | **Student** |
| **Program Planning** | * Identify overseas site * Design course (syllabus, itinerary, budget and risk assessment) * Seek approval from the department head and dean | * Work with the faculty member to ensure that the academic rigor is achieved in the travel course. * Confer with the college dean about the feasibility and academic appropriateness of offering the course. * Provide academic advising | * Develop faculty-led policies and procedures * Conduct information sessions to faculty * Assist faculty with program development, including but not limited to selection of site abroad, 3rd party provider, itinerary development, and budget planning * Review the faculty-led proposal and submit to the Provost’s Office for final approval |  |
| **Budget** | Develop travel budget |  | Advise faculty in budget planning | Work with Office of Financial Aid if applicable |
| **Marketing/Recruitment** | • Conduct program promotion and student recruitment  • Select participants | Assist with program promotion, student recruitment, and application review | Promote faculty-led program through student advising sessions and social media | Complete student application and related paperwork |
| **Course Registration** |  |  | • Review student applications and requesting judicial records  • Build faculty-led course in Banner  • Coordinate student billing and financial aid with the Controller’s Office and Office of Financial Aid  • Register students to the faculty-led course with the Office of Registrar |  |
| **Travel Logistics** | Arrange all aspects of travel logistics |  | * Process contracts * Conduct financial procedures * Pay bills for the travel * Book STA Travel Insurance and HTH International Health Insurance for all students and faculty |  |
| **Orientation** | Lead pre-departure activities, including orientation meetings and/or teaching a preparatory seminar |  | • Conduct pre-departure orientation to students per request  • Conduct mandatory faculty training | Attend pre-departure orientation and other related meetings |
| **On-Site Management** | * Manage all aspects of program * Conduct on-site orientation to students |  | • Serve as the primary communicator for parents’ inquires and other inquires  • Serve as the emergency contact for faculty and students |  |
| **Post Program** | * Respond to survey * Reconcile travel expenses |  | * Conduct program evaluation * Assist faculty with travel reimbursement | Respond to survey |