

WT Office of Study Abroad and
Nationally Competitive Scholarships
WEST TEXAS A&M UNIVERSITY™

WEST TEXAS A&M UNIVERSITY AGREEMENT
FOR ACADEMIC PROGRAM LEADERS
UNIVERSITY SPONSORED FACULTY-LED STUDY ABROAD PROGRAMS

Program name: _____

This agreement serves to confirm that the Academic Program Leader and their designated alternate Academic Program Leader (APL) understand his/her responsibilities with regards to the development, marketing and proper administration of faculty-led programs sponsored by the West Texas A&M University Office of Study Abroad and Nationally Competitive Scholarships.

1. DEVELOPMENT & MARKETING

1.1 Academic Content of the Program

Syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the APL.

1.2 Collaboration with the Office of Study Abroad and Nationally Competitive Scholarships

APLs agree to work in collaboration with our office to deliver the highest quality program. Because there are individual as well as shared responsibilities, Faculty Leaders agree to communicate regularly with the Director of Study Abroad and Nationally Competitive Scholarships.

1.3 Marketing

APLs should understand that they are responsible for actively marketing their program to students. Our office will publicize the program by creating a description of the program on our website, digital signs, posters, and be available to answer student's questions. Ultimately, it is up to the APLs to ensure that there is enough student interest for the program to meet minimum enrollment requirements.

1.4 Travel and Logistical Arrangements

- a) Initial Tasks (One month after program approval.)
 - i. Establishment of New Account with WTAMU Business Office.
 - ii. Schedule an Information Session (gauge for student interest)
 - iii. Clarify tasks among faculty leaders. Ex: One for logistics and one for course content.
 - iv. Finalize budget based on recommendations from our office. Create Budget Spreadsheet to track deposits and expenses. Keep updating this.
 - v. Set-up Initial Deposit and payment schedule.
- b) Program Development Tasks:
 - i. After the initial deposit, you have final group.
 - ii. Book Flights. (Based on interest at information session. Use departmental CBA. Complete at least 5 months prior to travel.)
 - iii. Book Accommodations. (Complete 4 months prior to travel.)
 - iv. Provide final flight count to airlines. (3 months prior to travel.)
 - v. Information Session to discuss options in country. (research excursions)
 - vi. Book Tours & Transportation (2 months prior to travel.)
 - vii. Provide final names and D.O.B. to airlines.
 - viii. Provide names and room assignments to accommodations.
- c) Complete all WT paperwork: (3 months before departure.)
 - i. Request for Foreign Travel
 - ii. Student Group Travel Manifest and Individual Releases
(<http://wtamu.edu/student-life/student-travel-information.aspx>)
 - iii. NOA for each faculty and staff member

- iv. Export Control Screening Form
- v. Cash Advance for Group (optional)
- vi. Request Insurance from our office
- d) Schedule Pre-Departure Orientation with our office (1 month before departure)
- e) Pre-Departure: (2 weeks before departure.)
 - i. Create itinerary for students clarifying when and where to meet and appropriate dress for the day.
 - ii. Create itinerary for APLs with more detailed information including financial transactions that will occur that day.
 - iii. Register program with the State Department in [Smart Traveler Enrollment Program](#).
 - iv. APLs must have copies of passports, insurance cards, emergency contact information, and faculty-led handbook with them. Leaders must provide copies of passports to our office.

1.5 **Dependents Traveling on Faculty-Led Programs**

All participants not acting as leaders or students must be cleared through the faculty member's Dean and the Provost/VPAA. Please refer to the [Guidelines for non-students traveling on faculty-led programs](#) for policy regarding those who may accompany the program.

2. **PREPARATION**

2.1 **Student Orientations**

Our office will provide a pre-departure orientation for each faculty-led program. The Faculty Leader is responsible for providing any academic related materials to our office in advance of the orientation for inclusion in participant folders. Because the program is an intense group experience, whose success depends on good group dynamics and clear expectations, APLs are encouraged to schedule at least one additional group activity or orientation prior to departure.

3. **DURING PROGRAM**

3.1 **On-Site**

All programs must have an on-site orientation conducted shortly after arrival. APLs are expected to plan frequent times during the program for participants to process and reflect on their intercultural experiences.

3.2 **General Supervision of Students**

APLs will supervise and direct students in the academic, intercultural, and behavioral expectations of the program for both pre- and post-departure. APLs are the primary person responsible for the supervision and welfare of the students participating in the program and are, among other things, responsible for supervising and monitoring each student's conformance to University and other applicable policies, rules, regulations and standards of conduct. Directors should be familiar with the West Texas A&M University Student Handbook as well as our office policies.

3.3 **Health, Safety, and Communication**

In the interest of the health and safety of all program participants, the APL is required to confirm the group's arrival with our office within 24 hours of arriving to the program site (s), and is expected to maintain a clear communication link to the office through the duration of the program. Regardless of the location(s), APLs should be prepared to respond to health and safety problems whether emergency or routine in nature.

4. **POST PROGRAM**

4.1 **Financial Reporting**

The University requires complete financial reporting for all expenses incurred by the program. The APL is required to submit their travel voucher for expenses incurred within ninety days from the date they were incurred. Failure to follow these terms could jeopardize WT's accountable reimbursement plan and possibly require the employees' reimbursements to become taxable income. (Please see https://wtaccess.wtamu.edu/xs/xs.php/travel/docs/policy_on_Reimb_for_Travel.html for more information.)

4.2 **Final Report and Evaluations**

Our office will distribute and collect evaluations and affidavits of participation to students one week after return. APLs and our office will meet to discuss detailed information about the academics and logistics of the program upon return. This part is critical to the program evaluation process and planning of subsequent programs.

4.3 **Returning Leaders**

All Faculty Leaders from the previous academic year will attend a Returning Leaders Meeting in the following Fall semester. This will be a time for faculty and staff to exchange ideas and discuss problems about their programs. This is in preparation for the next iteration of faculty-led programs.

By signing you agree to complete all tasks mentioned. Department Head and Dean Signatures indicate their commitment to the program including all logistical matters requiring use of departmental CBA.

Academic Program Leader: _____ Date: _____

Academic Program Leader: _____ Date: _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

Director of Study Abroad
and Nationally Competitive
Scholarships: _____ Date: _____

