

Expectations of Program Leader and OIS

Developing a Study Abroad program is a collaborative exercise which asks that all parties involved understand what is expected of one another. Below is an overview of items that the Program Leader and OIS should expect from each other.

Program Leader

- Propose program grounded in solid academic goals and established contacts abroad who can help achieve those goals
- Collaborate with OIS to develop program budget and obtain support from academic unit
- Interview program applicants
- Take an active role in program promotion
- Complete Program Leader training
- Be accessible to students prior to departure
- Plan, teach and uphold the academic integrity of the course(s)
- Ensure that all students are registered for course(s)
- Accompany students on planned excursions
- Notify appropriate office of incidents abroad
- Encourage students to complete program evaluations
- Complete the Program Leader Evaluation after the program
- Submit receipts and sign appropriate forms for program reconciliation in a timely manner

OIS

- Review all program proposals and consult with Program Leader to ensure a unique, safe and financially plausible program
- Develop the official webpage and promotional materials
- Manage student applications
- Provide opportunities to promote program
- Develop budget
- Coordinate logistical needs
- Work directly with all vendors and institutional partners
- Coordinate all payments to vendors
- Post and collect student fees
- Coordinate OIS health and safety pre-departure orientation
- Collect and process student documents and information
- Acquire insurance for students and Program Leader
- Provide emergency support if needed
- Reconcile program financials