International Student Services

Programming & Compliance:
- Review and approve Proposal Application including review of potential High Risk Travel Destinations with the CCS Travel Risk Committee
- Verify compliance with CCS' Policies; Title IX, Student Code of Conduct and Drug and Alcohol Policy
- Ensure that CCS' legal counsel has reviewed all partner organization contracts according to institutional policies before they are signed
- Ensure that all participants complete required Student Behavioral Contract, Assumption of Risk Contract, and Health Disclosure Information Form
- With faculty leader input, provide a country-specific information packet including, health and safety issues, visas, passports and emergency contacts for students, and their parents
- Working with faculty leader create a Crisis Management Plan
- Provide Faculty Leader with participants' emergency contacts, health insurance information, and any medical history that has been disclosed
- Keep on record copies of all participant's passport information
- Keep on record verification of participant's health insurance coverage
- Assist faculty with program logistics and development, pre-departure preparation
- Assist with course pre-departure and re-entry programming (if requested)
- Work with AARO to create the program course code/ information and then post on Self Service
- Manage student course registrations
- Facilitate academic/disciplinary history review and report students with significant academic/disciplinary histories to the Faculty Leader
- Finalize budgets after program completion
- Review Post Study Trip Evaluations (form from ISSO)

Travel:
- Negotiate in-country partner contracts
- Register participants for group travel insurance (if requested) and group emergency medical insurance (if requested)
- Purchase group flights (if requested)
- Assure participant registration with the US Department of State's SMART TRAVELER program
- With Faculty Leader establish preliminary and final program budgets
- Monitor U.S. State Department Travel Advisories, CDC updates, etc.
- Maintain active communication and provide crisis management support
- Respond to Student Affairs issues and crises reported by faculty and staff leaders during the course of the trip

Promotional:
- Launch a promotional campaign including posters, weekly email, and screens to actively recruit students
- With Faculty leader co-host initial information sessions (if requested)
- Advise prospective students on requirements for admission to the course

Financial:
- Work with the CCS Business Office for billing of individual participants and create a payment plan, and commitment deposit schedule
- Assist with student refund policy, if necessary.
- Coordinate payment for in-country guest artists, lectures and workshops

Faculty

Programming & Compliance:
- Manage & submit the Faculty Led Study Abroad Proposal From
- Design the academic aspects of the program and plan academic, professional and cultural tours and lectures according to a detailed schedule
- Develop and finalize trip itinerary
- Plan outline of dates of all group trips and events (tour guides, excursions, welcome and farewell dinner locations, etc.)
- Attend mandatory meeting with the ISSO to review CCS' Policies and sign compliance contacts
- With the ISSO develop a CCS emergency contact list and country specific Crisis Management Plan
- Ensure students and parents are informed of the emergency contact list, and Crisis Management Plan.
- Organize at least one mandatory pre-departure orientation meeting that explains course content, readings, expectations, country-specific information, health and safety
- With ISSO, disseminate accurate, clear, site-specific orientation materials to students, including faculty contact information and student accommodation information (via blackboard and in-person)
- Be informed about student pre-departure materials required by ISSO and reinforce this requirement with the student and faculty participants
- Communicate regularly with students prior to the trip
- Distribute course syllabus and information packets to students (via Blackboard and in pre-departure meetings)
- Provide opportunities for reflection and integration of personal experiences abroad into the learning environment/process
- Submit final grades to Registrar's Office

Travel:
- Identify potential overseas support system, including agents and vendors (such as hotels/hostels, guest speakers, local transportation, travel agency, etc.)
- Finalize itinerary and communicate this clearly to the students
- Select and arrange for local guest lecturers
- Participate in all group excursions and events
- Provide students and ISSO with contact information during program's "free time".
- Proactively assist students with logistical challenges (explain how to use public transportation, exchange money, purchase phones, etc.

- Respond to students in crisis (accident, illness, family problems at home, etc.); follow the ISSO Crisis Management Plan in critical situations; promptly report to ISSO
- Document inappropriate or concerning student behavior

- Respond to Student Affairs issues and crises reported by faculty and staff leaders during the course of the trip
- Document and report Cleary Act violations
- Adhere to all CCS policies as delineated in the Faculty Handbook including; Title IX, Code of Conduct and Drug and Alcohol Policy
- Model appropriate conduct and hold students accountable for CCS Code of Conduct
- Notify ISSO of the arrival of all participants at program site
- Notify ISSO of the arrival of the full group upon return, if students are traveling on their own after or before the trip identify which students are breaking from the group to the ISSO

Promotional:
- Provide promotional material to the ISSO
- Promote program (in class/studio, e-mail, word-of mouth, Info Sessions, etc.) with accurate information to actively recruit students
- Create a course on Blackboard (if necessary)

Financial:
- In consultation with ISSO, establish preliminary and final program budgets
- Monitor spending and keep required documentation for accounting purposes against the program budget

Faculty Post-trip responsibilities

- Organize a post-trip presentation, meeting or exhibition of the experience or show available to the college at large to encourage future tips.

- Reconcile cash advances and program expenses as budgeted. Include original receipts within 10 days of end of program. Submit to the ISSO.