

University of Oklahoma Study Abroad Program Leader Agreement

This agreement outlines the respective roles and responsibilities for OU faculty and staff leading students on international study abroad programs.

Program Leaders agree to do the following to support the study abroad program:

- ☐ Manage all aspects of the curriculum content, including creating a syllabus, petitioning for general education credit, ensuring contact hours are met, and all grading and grade reporting duties
- ☐ Provide timely feedback to requests for itinerary, budget, curriculum, and compliance information
- ☐ Recruit students to join the program, including visiting classes, communicating with faculty and departmental advisors, and hosting/participating in recruitment events (e.g. Study Abroad Fair, info sessions, etc.)
- ☐ Provide mandatory program-specific pre-departure orientation(s) and meeting(s) with students
- ☐ Register your travel with the Office of Education Abroad and ensure that all students complete required portions of the study abroad registration before departing the U.S.
- ☐ Attend the mandatory study abroad leader training session within the year prior to taking students abroad
- ☐ Serve as the official on-site representative of the University of Oklahoma
- ☐ Provide 24/7 on-site support to students while abroad, including but not limited to arrival/departure, medical, cultural, disciplinary, financial, logistical, and emergency support in collaboration with the College of International Studies and/or Associate Provost for Global Engagement
- ☐ Ensure that an orientation is provided on-site or, if not, provide an orientation for students to cover cultural, logistical, and other important topics within 48 hours of student arrival in-country
- ☐ Notify CIS Risk Management of all travel and medical incidents, emergencies and crises that impact the health, safety, security and well-being of program participants.
- ☐ Comply with the [Emergency Response Protocol and General Guidelines for Emergencies Abroad for Faculty Leaders](#)
- ☐ Comply with the [Policy for Dependents, Extended Family Members, and Guests of OU Study Abroad Program Leaders](#)
- ☐ Attend post-program meeting(s) with the Office of Education Abroad to provide information concerning student incidents, field trips, excursions, classroom and student housing facilities and to make recommendations for future programs
- ☐ Complete any other duty of care responsibilities as required by the Associate Provost for Global Engagement

Signature: _____

Signature: _____

Date: _____

Date: _____