

The University of Oklahoma
Office of Education Abroad
International Educational Travel Approval Form
Registration of Faculty/Staff-Led Programs

Deadlines: Forms for all summer faculty-led or OU in Arezzo programs must be submitted by **November 15** of the calendar year prior to the summer program. Forms for all other programs (including semester, intersession, and other programs) must be submitted no later than **60 days prior to the start** date of the program.

For more information about guidelines and requirements for all OU-sponsored study abroad programs, please see the Education Abroad website at http://www.ou.edu/cis/education_abroad.html. Upon receipt of this completed form EA will work with the Study Abroad Liaison from the College where the credit is being assigned to facilitate online student registration, including FrontierMEDEX insurance coverage.

Name of Study Abroad Program:

Note: the name of the study abroad program may be the same as the title of the course taught abroad. If there is a different working title, please indicate that here.

Location(s) of Program:

Indicate the city or cities and country or countries where programming is scheduled to take place. If possible, please include an itinerary or schedule.

Start/End date of Program - first day when official programming begins and ends outside of the United States:

The program start/end dates listed on this form will be used to verify FrontierMEDEX enrollment dates for participating students and accompanying OU Faculty/staff leaders.

If your travel dates for either you or your students are different than the start/end dates of the program, please list below:

Name(s) of Faculty/Staff leader(s):

Please include names of all OU Faculty or staff members who will accompany the students on this program in any official capacity.

Department name and financial representative's name to whom EA may send invoice for faculty/staff FrontierMEDEX enrollment:

On-site programming contact:

Indicate the name(s) and contact info (telephone and email) for the individual(s) helping coordinate programming abroad, including the in-country orientation.

Is this the first time for this program? Select one: Yes No
If "Yes" then please submit detailed information about lodging, itinerary, transportation, excursions, provision of meals, and previous experience of the faculty in selected country.

Have all of the Faculty/Staff leaders attended a **Study Abroad Leader Training Session** during the year prior to taking this student group abroad? Select one: Yes No
Comments:
If the "No" box is checked then those faculty members that have not attended a training since Spring of 2013 should make plans to attend before taking students abroad.

For each course being taught abroad as part of this study abroad program, please list the course code and section, course name and instructor of record for the program. For non-credit bearing experiences put N/A.

Course code/section	Course Name	Instructor of Record (please sign name)

Acknowledgement of Duties and Responsibilities of Faculty/Staff Leader(s)

By signing below, I acknowledge that I have carefully read, understand and agree to:

- Hold mandatory program-specific pre-departure orientation(s) and meeting(s) with students.
- 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 during program dates, which includes 24/7 availability for emergency situations.
- Provide backup to onsite staff and the Office of Education Abroad, as appropriate, to deal with accidents, illnesses, or emergencies involving any participant in the program.
- Provide the Office of Education Abroad with contact information, including address and phone number, while abroad.
- Notify the Office of Education Abroad of any emergency that happens while abroad via telephone or email (24/7 emergency phone 405-630-5392 or helpabroad@ou.edu).
- Ensure that all students complete required portions of the study abroad registration before departing the U.S.
- Comply with the Emergency Response Protocol and General Guidelines for Emergencies Abroad for Faculty Leaders (http://www.ou.edu/content/cis/education_abroad/ou-faculty---staff/ou-travel-policies-and-forms.html).
- 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.

Faculty/Staff Leader Name (print)	Signature	Date
Faculty/Staff Leader Name (print)	Signature	Date

Approval Signatures

College Study Abroad Liaison		
<i>College study abroad liaisons may be faculty or staff and work with Education Abroad to facilitate registration of students and program leaders.</i>		
Name (print)	Signature	Date
Chair of Department or Director of Unit		
Name (print)	Signature	Date
Dean of Sponsoring College		
<i>Please note that courses that do not confirm to stand term start/end dates require permission from the Provost to ensure compliance with the Oklahoma State Regents for High Education policies governing instructional time per credit hour.</i>		
Name (print)	Signature	Date

Internal Education Abroad office Use Only

Director of Education Abroad		
Name (print)	Signature	Date
Laura R. Brunson		
Vice Provost of International Programs		
Name (print)	Signature	Date
Suzette R. Grillot		