

# Statement of Responsibility APSU Study Abroad Faculty

Date: \_\_\_\_\_

**In consideration for being permitted to work as a Faculty Program Coordinator or Assistant Program Coordinator on a study abroad learning opportunity offered by Austin Peay State University (APSU), I agree and represent as follows:**

**PLEASE INITIAL:**

1. \_\_\_\_ As an APSU employee, I am responsible for fostering a safe living and learning environment on the study abroad program that promotes a professional student-teacher relationship consistent with APSU policies and as defined in the Office of Study Abroad and International Exchange (OSAIE) faculty orientation.
2. \_\_\_\_ I am required to meet with OSAIE and complete the necessary study abroad forms by the specific deadline date(s).
3. \_\_\_\_ I understand that I am required to attend a mandatory study abroad faculty orientation each year.
4. \_\_\_\_ I understand that at least 10 paying participants should be recruited in order to cover adequate faculty program costs, failure to do so may result in cancellation.
5. \_\_\_\_ I understand that the designated Faculty Program Coordinator takes primary responsibility for the following:
  - Supervising all aspects of the program with the goal of providing academic and support services that promote the development, learning, health, and well-being of all program participants.
  - Developing and directing the program content and itinerary, preparing course syllabi and setting academic standards, recruiting student participants, and overseeing financial details of the program.
  - Ensuring compliance with academic standards, resolving disciplinary issues, and responding to emergencies in consultation with the home campus and according to APSU policies and procedures.
6. \_\_\_\_ I understand that the Assistant Program Coordinator(s) are responsible for supporting all of the functions undertaken by the Faculty Coordinator, as appropriate.
7. \_\_\_\_ I will provide OSAIE with multiple avenues to reach me while I am abroad (local and mobile numbers).
8. \_\_\_\_ I am aware that the Faculty Coordinator is required to conduct a mandatory, in-person pre-departure orientation and an in-country orientation with all program participants. In these sessions, program leaders should:
  - Inform students of program rules and expectations in accordance to APSU behavior policies, including the consequences of violating those rules.
  - Distribute in-country emergency phone numbers and remind students of the APSU 24/7 emergency contact.
  - Inform students of health, safety, legal, environmental, political, cultural, and religious conditions in host location(s), and potential health and safety risks.
  - Encourage students to register their travel with the US Dept. of State: <http://travelregistration.state.gov>.
  - Be specific about safe and unsafe behavior such as alcohol consumption, certain types of sexual behavior, etc.
9. \_\_\_\_ I understand that I must submit my study abroad travel claims and a program annual report each year by the deadline date.
10. \_\_\_\_ I understand that I must meet with OSAIE before budget can be approved each term my program will be offered.

**I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this Statement of Responsibility. I verify that the study abroad program I am conducting remains up to standards and all university policies and procedures are adhered to.**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE/DATE**

\_\_\_\_\_  
**NAME OF PROGRAM**

\_\_\_\_\_  
**DEPT CHAIR SIGNATURE/DATE**

\_\_\_\_\_  
**DEAN SIGNATURE/DATE**