

## Study Abroad Program Leader Agreement

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This agreement serves to confirm that study abroad Faculty/Staff Leaders understand their responsibilities with regard to the policies, development, marketing and administration of faculty-led study abroad programs sponsored by Montclair State University.

- a. **Academic Content of the Program:** Course listing, syllabus preparation, textbook identification and orders, course materials, lectures and participant assessment are the responsibility of the Faculty Program Leader. Faculty-led study abroad programs must be taught to the same standards as a course held on campus.
- b. **Program Cost:** Montclair State University faculty-led study abroad programs are wholly self-supporting. This means that all costs of offering the program, including leader travel and expenses, must be covered by the program fee charged to the students. All efforts must be made to keep program costs to a minimum without jeopardizing the quality of the program. The Office of International Engagement will determine the program cost based on a fixed number of students, the program itinerary, budgeted expenses and estimated contingencies. Tuition will not be used to cover program expenses. For programs that exceed their minimum target enrollment, any significant 'surplus' funds generated beyond the original budget will be used to benefit the students in the form of extra activities/meals, the addition of a Faculty/Staff Assistant, and/or a reduction of the program fee.
- c. **Leader Program Expenses:** The program fee will cover the following expenses for each Program Leader: airfare, accommodation, all program activities and transportation provided to the students, per diem allowance, airport transfers, travel medical and evacuation assistance policy.
- d. **Leader Compensation:** Faculty do not receive additional teaching salaries for spring break programs unless an overload is approved and paid by their department. Instructional Specialists are not permitted to receive additional salary for teaching classes beyond the requirements of their contract. Staff Leaders do not receive additional salary. Faculty salaries for winter and summer programs will be paid by Summer and Winter Sessions.
- e. **Per Diem:** Program leaders are compensated for meals and incidental expenses incurred during the program, in accordance with University travel guidelines. For programs 3 weeks or less: leaders will receive 100% of the federally approved per diem rate, without receipts, in accordance with MSU travel regulations. For programs greater than 3 weeks: leaders will receive 100% of the federally approved per diem rate for the first 2 weeks of the program then 60% of the federally approved per diem for the remainder of the time in country, without receipts, in accordance with MSU travel regulations. International Engagement will reduce the daily per diem rate when meals are included in the program (e.g. group meals, airline meals).
- f. **Collaboration with the Office of International Engagement:** Program Leaders agree to work in collaboration with the Office of International Engagement staff to deliver the highest quality program. Because there are individual as well as shared responsibilities, Program Leaders agree to communicate regularly with the IE staff member responsible for the study abroad program.
- g. **Travel and Logistical Arrangements:** An IE staff member will work with Program Leaders to arrange all program logistics (housing, in-country transportation, excursions and group meals, guest lectures, etc.).

Where possible all travel arrangements will be made through the university's contracted travel agent or custom study abroad program provider.

- h. **Program Leader Travel:** Leaders must travel with the students on any group flights. Any exception to this policy requires IE approval.
- i. **Marketing and Recruitment:** Program-specific marketing and the recruitment of students is the responsibility of the program leaders. IE will create a program page and produce materials for marketing purposes. Program Leaders agree to promote their program to students and peers, conduct classroom visits and information sessions and attend the Study Abroad Fair to promote their program.
- j. **Student Orientations:** Program Leaders will assist the Office of International Engagement to organize and offer one pre-departure orientation for participants, to cover the logistical issues outlined below and academic themes of the program.
  - Itinerary and Logistics of Travel
  - Practical Information for Daily Life
  - Legal, Safety and Security Issues
  - Health Information
  - Emergency Contact Information & Protocol
  - Academic course expectations
- k. Because faculty led programs can be intense group experiences, whose success depends on good group dynamics and clear expectations, Program Leaders are encouraged to conduct additional pre-departure activities with participants. All programs must have an on-site orientation conducted shortly after arrival. Program Leaders are expected to plan frequent times during the program for participants to process and reflect on their intercultural experience.
- l. **General Supervision of Students:** Program Leaders will supervise and direct students in the academic and intercultural goals of the program both pre and post departure. Program Leaders are the primary person responsible for the supervision and welfare of the students participating in the program, and are, among other things, responsible for supervising and monitoring each student's conformance to University and other applicable policies, rules, regulations and standards of conduct. Leaders should be familiar with the Montclair State University Code of Conduct.
- m. **Accompanying Persons on Faculty-Led Programs:** No dependent family members, spouses or other guests, including other MSU faculty/staff members, may accompany leaders on short term (7-14 day) programs or participate in any aspect (logistical or academic) of a short-term study abroad program. If approved by IE, program leaders may be accompanied abroad by a spouse, dependent family members or other guest on Summer School Abroad programs only. The appropriateness of children accompanying leaders should be discussed and approved by IE prior to finalizing plans, taking into consideration the nature and suitability of the program. Any minor dependents must be under the supervision of an adult, other than the program leader, who will be available to care for and/or supervise the child during periods that the program leader is involved in program activities. Dependents/guests may not participate in any program activities or any travel component of the program and are not considered in any way to be participants of the program or representatives of Montclair State University. Dependents travel at their own risk and release the university from liability for loss, illness or injury. Under no circumstances are accompanying family members eligible to participate in any aspect of the Summer School Abroad program with enrolled students (such as meetings, group meals, group site visits, group excursions, group transportation, classes, etc.). Faculty are responsible for making all travel arrangements for any accompanying family members and must ensure dependent expenses are kept separate from program expenses. Under no circumstances will Montclair State cover or subsidize the cost of any accompanying family member. Any additional costs resulting from having family accompany the leader or made for the convenience of dependents (such as cost of double versus single room, route modifications, etc.) are the sole responsibility of the faculty leader. Spouses, parents, friends or dependents of participating students are not permitted to participate in a program.
- n. **Leader Preparation:** Leading a study abroad program can be challenging and complex. All Program Leaders are required to complete the IE Leader Workshop prior to program departure. Leaders must also

meet individually with the IE staff member to run through the final itinerary and budget prior to departure.

- o. **Health, Safety and Communication:** In the interest of the health and safety of participants in faculty-led study abroad programs, the primary Program Leader is required to confirm the group's arrival with IE via email and/or phone within 8 hours of arriving to the initial program site. Leaders are expected to maintain a clear communication link to the office throughout the duration of the program. Regardless of the location(s), Program Leaders should be prepared to respond to health and safety problems whether emergency or routine in nature. Program Leaders are required to obtain and carry a Montclair State University Business Travel Credit Card for the duration of the program in case of emergency.
- p. **Budget:** Program Leaders are responsible for following the program budget developed by IE. Any additional expenditure or use of contingency funds must be approved by IE prior to incurring the expenses. In the case of an emergency, Program Leaders should make reasonable attempts to contact IE for approval however if that is not possible should use their judgement to ensure the safety and security of students and group leaders.
- q. **Financial Reporting:** The University requires complete financial reporting for all expenses incurred by the program. IE staff will review the program budget and the requirements for reporting expenditures according to the University's accounting procedures with the Program Leaders prior to departure. For any pre-approved out-of-pocket expenses the Program Leaders are required to complete a Travel Reimbursement form and submit all required receipts and other documentation for expenses incurred within 15 days of the program end date. Reimbursement of expenses submitted after 60 days of the date of the expense will be considered taxable income in accordance with the University's Travel and Expense Policy. All reimbursements are subject to the requirements of the University's Travel and Expense Policy.
- r. **Final Report and Evaluation:** A final program report must be submitted to the Director, International Engagement within 30 days following the end of the program. This report discusses detailed information about the academics and logistics of the program and should describe problems and successes as well as make recommendations for future programming. The final report is critical to the program evaluation process and planning of subsequent programs.
- s. **Grade Submission:** Faculty Leaders must submit final grades as per University requirements for the appropriate term.
- t. **Cancellation:** The University reserves the right to discontinue the program at any time before or after departure, at its sole discretion. Reasons for discontinuation or cancellation of the program include but are not limited to insufficient enrollment and elevated travel advisories from the U.S. Department of State. IE closely monitors the most recent safety information available from the U.S. Department of State and other sources and will provide the most timely information if concerns arise.

If the program does not reach its minimum target enrollment (as determined by the program budget) by the posted application deadline the program may be cancelled. If possible, the application deadline date will be extended to allow time for additional recruitment. If minimum enrollment has not been met by the program's final application deadline, IE will assess the program budget and determine whether it is financially feasible to run. If the program is cancelled due to low enrollment or any other reason, the Program Leaders will not receive any monetary compensation.

- u. **Withdrawal:** It is expected that Program Leaders submitting a proposal are making a commitment to the program and will not withdraw except in an emergency. Leaders should identify a suitably qualified alternate to travel with the group in the event that they cannot perform the duties of Program Leader. Where both Program Leaders are faculty, if the primary Faculty Leader withdraws from the program, then the second Faculty Leader will be called upon to take over primary responsibility for program.

## Acknowledgement

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*Program Leader*

- I acknowledge that I have read, understand, and agree to the expectations and responsibilities of a Montclair State University Study Abroad Program Leader as outlined in the Program Leader Agreement above.

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*Program Leader Name*

*Date*

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*Signature*