Academic Program Director (APD)
& Study Abroad Faculty (SAF) Responsibilities

In assuming the role of the academic program director (APD) or study abroad faculty (SAF), you must understand and agree to accept responsibility to do the following:

I. On-site Student Support

On-site support is essential to the success of all study abroad programs. Preplanning will help to ensure the success of the study abroad program and of the APD and SAF.

1. The APD is responsible for organizing pre-departure meetings and developing program logistics with host institution personnel. The APD and SAF are responsible for determining the academic development of the course/program, as well as overseeing services provided by the host institution. The APD will continue to coordinate all program logistics, such as scheduling and itinerary, including any field trips and housing arrangements. Assuring that students will be accommodated as previously anticipated is but one of several examples of the APD’s responsibilities.

2. The APD and SAF are expected to participate in all activities that are part of the program. If the APD and SAF are unable to participate in some of the activities due to other responsibilities related to the program, s/he will assign another faculty member when possible and/or inform the students where s/he is to be reached in case of an emergency.

3. The APD is expected to resolve problems or conflicts, as provided through the Texas State Code of Student Conduct, which may emerge between or among individuals within the study abroad group, and to notify the Study Abroad Office (SAO) of any student behavior problems. Examples of such situations may include, but are not limited to, making an effort to resolve any strained relationships that may cause group tension, addressing evidence of harassment, identifying behavior that may compromise the group’s safety, or investigating any student complaints.

4. Within 24 hours of arrival at the destination, if information is not available prior to departure, the APD must inform the participants as well as the SAO of the phone and fax numbers, mailing address, and/or e-mail address where s/he can be contacted during the dates of the program.

5. In case of an emergency, it is recommended that the APDs follow the procedures specified in the Texas State Crisis Management Plan, which can be found at http://www.txstate.edu/effective/upps/upps-05-04-03.html.

6. The APD will remain accessible to students during the entire program period and
ensure that other program faculty members remain accessible to students as well.

7. The APD serves as the point of contact for students, the host university or third-party provider, Texas State staff, and parents and/or spouses of program participants.

8. The APD and SAF will organize and provide leadership on field trips away from the host site.

9. The APD is expected to ensure that students know when and where they are to meet upon arrival at the program destination and for any excursions that take place during the program.

10. The APD will develop a plan for the group in case a flight or other form of transportation is missed.

11. The APD will provide the students and faculty with the local police telephone number, the U.S. Embassy telephone number, the U.S. Consulate telephone number, and directions for operator-assisted dialing to the United States.

12. The APD is expected to monitor travel advisories and consular information sheets at http://travel.state.gov/.

13. The APD and SAF provide leadership and model behavior that is consistent with the Texas State University-San Marcos Faculty Handbook guidelines.

14. The APD will contact the SAO as often as necessary during the program to provide updates about the group.

15. The APD will arrange to have a functioning cell phone for the duration of the program.

16. The APD is expected to provide direction for any problems or crisis that occur, and to keep in communication with the SAO regarding them.

17. The APD will designate a local person on whom the participants can rely if incapacitated.

18. In keeping with Southern Association of Colleges and Schools rules and regulations, the APD and SAF will encourage that student evaluations are submitted to the SAO.

19. The APD will distribute HTH Worldwide insurance and ISOS ID cards to students as needed and ensure that students know how to contact these services.

20. The APD and SAF are expected to provide assistance in emergency situations and contact HTH and/or ISOS as the situation requires. The APD and SAF need to confirm HTH physicians/providers who are available at the study abroad location prior to departure.

21. The APD must notify students of any immigration requirements and inform students of the possibility that the host country authorities have the right to deny entry to any
traveler; Texas State has no control in these decisions, so the participants have the ultimate responsibility to carry all documentation that may be required for immigration purposes.

II. Student Behavior

1. The APD has the authority to penalize or expel any student from the program whose behavior violates the Texas State Code of Student Conduct or whose behavior endangers the student or the group. However, before imposing a disciplinary sanction, the APD will (1) notify the student of the violation that he or she has committed and (2) give the student an opportunity to rebut the allegations. A copy of the incident report form can be found at http://www.studyabroad.txstate.edu/faculty/student-misconduct.html.

2. The APD is responsible for immediately notifying the SAO of any significant problems related to student behavior.

3. The APD is responsible for establishing behavioral expectations at the orientation meetings.

III. Grades

The class attendance policy in the program is to be consistent with Texas State attendance policy and financial aid regulations. The University expects students to attend every scheduled class meeting. General requirements include:

1. Establish mandatory requirements for attendance for each course.

2. Inform students of the course attendance policy during the orientation meetings.

3. Let students know that they are responsible for understanding the attendance policy and for meeting those requirements.

4. Establish that failure to meet the attendance requirements in a course may lower a grade and may affect financial aid compliance.

5. Inform students of their grades for all completed work at the end of the program. Giving students this information will help avoid any conflict that may arise after the program is ended and when the APD and SAF may not be easily contacted for clarification.

6. Report grades using the Texas State grading scale of A, B, C, D and F, and report them to the Registrars Office through Banner as soon as available after the end of the program, and following the instructions provided by the SAO. A copy of the grade report must be submitted to the SAO right after grades are reported.

7. As stated in PPS 4.07, Grades and Change of Grades, the “I” grade is a temporary grade used when students fail to complete a vital portion (final examination, paper, etc.) of the course due to conditions beyond their control. In the event that an “I” is
issued in a study abroad program, it is the responsibility of the faculty member to observe the policies and procedures of the department, college, and academic affairs.

8. The procedures and policies for a change of grade used on campus apply to study abroad programs. The APD and SAF must send a copy of the change of grade form to the SAO.

IV. Travel funds

1. A month prior to departure, the APD must request any required travel advance. These funds will be issued as a direct deposit in US dollars to the APD/SAF, unless otherwise indicated. The APD/SAF will be responsible for determining how best to handle these funds: purchase travelers’ checks, purchase local currency, or employ any method determined to be the most efficient and secure.

2. The APD and SAF are to obtain a personal log for all expenses from the SAO. The APD/SAF must maintain the log during the study abroad program and keep all receipts for expenses incurred during the program. (In cases in which receipts cannot be obtained in the country of study, it becomes even more important to maintain an accurate account in the personal log). Below are examples of some of the expenses that are NOT allowable:
   - Expenses of faculty’s family members
   - Personal travel before, during or after the program
   - Consumption of alcoholic beverages by Texas State students and faculty
   - If the APD and SAF decide to cancel their participation in the program they will be responsible for all their expenses related to the cancellation such as airline ticket, housing reservations, etc.
   - All vehicle rentals abroad
   - Personal items (including personal hygiene)
   - Medical bills for students or faculty
   - Tips

3. The SAO will request faculty stipends be paid at the completion of the program. Stipends will be processed following the deadlines established by the Texas State Payroll Office. The SAO will make every effort in meeting the closest payroll deadline, but since several offices are involved in this process, the SAO cannot guarantee that this deadline will be met.

4. APDs are fiscally responsible for their study abroad programs. They, along with the Texas State Study Abroad Office staff, and the department chair, shall develop a program budget. This shall be done prior to submitting the study abroad proposal. Any expense overage will need to have a plan for recovery of those expenses for future programs. This plan should be worked out with the SAO and shall be done at the end of the program but before the new proposal is submitted. By the same token, all unused funds are returned to the SAO and are not considered to be part of the program for future use.
5. Any equipment or special purchases for a program are property of that program and are transferred from one APD to the next. Should a program be discontinued, all property is returned to the SAO, for use in other programs.

6. The APD/SAF must complete and submit program expenses within five days of their return date. Program reconciliations not received within that time will be reported to the department chair, college dean, associate vice president for academic affairs and the Travel Office. Following University policies any travel advance will become taxable after 30 days from the date when the faculty member returns from abroad.

7. Meet with SAO and Travel Office staff as needed to reconcile the program expenditures.

V. Other Responsibilities

1. The APD is a representative of Texas State at the study abroad location.

2. If the opportunity presents itself, the APD should offer to give a presentation to promote Texas State at the study abroad location.

3. Submit the faculty evaluation, which includes information on all aspects of the program and suggestions for improvement.

4. APDs and SFAs are not allowed to drive vehicles with student passengers outside the US. Local drivers must be secured for all non-public transportation needs. If for any reason an APD or SAF elects to rent and/or drive a vehicle, s/he assumes all personal responsibility including costs, insurances, and other incidentals. Vehicle rental outside the US is not a reimbursable expense. However, it is recognized that in some instances, it may be necessary to rent and drive a vehicle outside the US. In such instances, presidential approval must be obtained and presented prior to program departure.

5. The APD and SAF must follow all policies and procedures established by the SAO.

6. The APD and SAF must attend all mandatory meetings.

APD/SAF Name

Study Abroad Program

Signature ___________________________ Date ___________________________