



**Santa Barbara City College
Study Abroad Program**

Acknowledgement of Director Responsibilities

I acknowledge that as program director of one of the study abroad programs offered by Santa Barbara City College, I have the following responsibilities:

Prior to Departure:

- Recruitment and program advertising
 - Conduct information meetings at SBCC and consortium colleges during the two semesters prior to the start date of the program (at least 3 meetings per semester at SBCC)
 - Schedule and conduct classroom presentations during the two semesters prior to the start date of the program in large lecture classes as well as classes, which relate to the curriculum to be offered abroad (It is the director's responsibility to reach out to colleagues early on each semester to schedule classroom presentations and faculty are expected to visit classes in a variety of disciplines to maximize the visibility of the program. Faculty are expected to make at least 5-10 classroom presentations, although additional presentations may need to be made until the program is filled)
 - Outreach to other institutions, such as UCSB, Westmont, Continuing Ed, etc.
 - Timely phone and/or e-mail communication with prospective students
- Student Selection and Pre-Departure Orientation
 - Conduct student interviews
 - Inform Study Abroad office of interview outcome
 - Plan and conduct pre-departure meeting(s)/classes

I understand that I am required to accompany the students on the outbound group flight. On the return flight, I am required to accompany the group flight participants to the airport and to assist students with their check-in.

While Abroad:

- Academic
 - Teach assigned courses
 - Monitor students' progress in courses taught by local adjunct faculty
 - Accompany students on all mandatory excursions
 - Arrange for a lecture prior to each excursion (providing students with a detailed excursion itinerary and information on the historic and cultural significance of the sites to be visited and their relevance to the academic curriculum)
 - Report all registration changes (adds/drops) to Director of Study Abroad
 - Turn in grades for all classes offered on the program by grade deadline
- Counseling

- Assist students with transition stress, culture shock, reverse culture shock
- Assist students with personal and emotional issues which may come up abroad
- Be available at all times by cell phone
- Act as impartial facilitator/mediator in case of conflicts between program participants (e.g. roommate incompatibility issues and other disagreements)
- Hold weekly group meetings to discuss problems, questions or concerns
- If necessary, assist student(s) in seeking professional assistance
- Administrative
 - Oversee the on-site implementation of the contractual agreement
 - Administer the program budget and keep receipts of all expenses and record expenses accurately in a program budget ledger
 - Keep track of students' whereabouts at all times (weekend travel sign-in/ sign-out sheets)
 - Conduct program evaluation at the end of the program
 - Assist students in case of an emergency

Upon Return:

- Turn in grades for all classes offered on the program (including classes taught by local adjunct faculty) by grade deadline
- Return Study Abroad equipment (e.g. lap top, cell phone, etc.) and program credit card to Study Abroad Office within two weeks after program termination
- Prepare Director's Report and budget reconciliation within six weeks after program termination
- Communicate with students regarding grade-related issues
- Report to the International Education Committee

Additional Expectations

I understand that in my function as study abroad program director, I am expected to act as a role model for the program participants. I further acknowledge that I am expected to maintain an appropriate teacher/student relationship at all times. Specifically, I am expected to adhere to the following rules:

- Not to consume alcohol on any of the program sponsored events
- Not to provide alcohol for program participants
- Not to disclose confidential student or program information to anybody other than the designated college representative from the SBCC Study Abroad Office and persons listed on the student authorization forms
- Not to become personally involved with program participants

I have carefully read the Program Director Responsibilities Agreement and the Study Abroad Director's Manual and agree to adhere to the above stated rules and regulations.

Program Director's Signature

Date