1. **Faculty Eligibility.** Any faculty member, with approval of her/his department chair and dean, may submit a proposal for a Jeannine Rainbolt College of Education summer study abroad program.

2. **Substitute Director.** The Jeannine Rainbolt College of Education Global Programs Office and the Dean must approve any substitute director in the event of an emergency withdrawal by the director already chosen.

3. **Faculty Directors and their departments** (or schools, programs, or colleges) are responsible for:
   a. Academic content of the program, including the syllabus, book orders and printing.
   b. Course descriptions: Faculty directors and their departments must develop a course description, incorporating brief narratives of the academic course, program structure, eligibility requirements, faculty biography, as well as prerequisites and any physical demands students must meet to participate in the program. If the course number already exists and there is a standard syllabus, appropriate changes should be made for the section that will be taught abroad.
   c. Marketing and Recruitment: Assistance with recruitment of students is one of the faculty director’s responsibilities before the program application deadline. JRCOE will pay for advertising in the campus paper and for brochures and flyers, and will keep the JRCOE web site updated with the most current information. In addition, The JRCOE Global Education Programs Office will provide pre-application study abroad advising. Faculty and their departments should expect to promote the program to students and peers, to visit classes and to help create publications as needed.
   d. The JRCOE Global Education Programs Office coordinates the student enrollment with OU Education Abroad. All students are required to submit an application by the date specified by the JRCOE Global Education Programs Office. Faculty directors will select students based on the application, including interviews if deemed necessary. **Any program that does not meet its minimum enrollment by the agreed upon deadline can be cancelled.**

4. **General Supervision of Students:** Faculty directors will supervise and direct students in the academic and intercultural goals of the program, and are responsible for the supervision and welfare of the students participating in the program. Directors should be familiar with The University of Oklahoma’s International Travel Policies and Procedures as outlined on the Education Abroad web site: [http://www.ou.edu/ea/home/audience_navigation/faculty/travel_policies_and.html](http://www.ou.edu/ea/home/audience_navigation/faculty/travel_policies_and.html). This information will be covered during the required faculty director orientation (paragraph 10 below).

5. **Compensation:** The compensation for serving as a faculty director will be a one-time summer stipend of $5,000, with adequate student enrollment (a minimum of 15 undergraduate or 10 graduate students). Any program-required travel expenses and housing costs abroad are covered. A per diem will be paid at a maximum of $500.00, reimbursable upon return. You are responsible for working with the Jeannine Rainbolt College of Education Dean’s office to appoint you.
6. **Cancellation**: The University of Oklahoma reserves the right to discontinue a program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation of a program are physical disasters at the program location, “Travel Warnings” by the U.S. Department of State, and insufficient enrollment. If a program does not reach minimum enrollment by the agreed upon date, it will be cancelled.

7. **Withdrawal**: It is expected that faculty directors will not withdraw from the position except in an emergency. If it is impossible to serve as faculty director, the JRCoE Global Education Programs Office must be notified immediately. Depending on the withdrawal date, the program may be cancelled or a replacement faculty director found. If one faculty director of a two-course program withdraws, the program may still take place as a one-course, 3-credit option, assuming enrollment in the remaining course justifies this action and students still want to participate in the new format.

8. **Collaboration with JRCoE Global Education Programs**: Faculty directors must work in collaboration with the JRCoE Global Education Programs Office to deliver the highest quality program. Because there are individual as well as shared responsibilities, program directors and JRCoE Global Education Programs staff must plan to communicate and meet regularly.

9. **Student Orientations**. Because the program is an intense group experience whose success depends on good group dynamics and clear expectations, faculty directors are required to attend at least one pre-departure orientation session with their student participants. That orientation will be run by OU Education Abroad. In addition, all programs must have an on-site orientation, conducted during the first two days after arrival, and faculty leaders are expected to plan times during the program for students to process and reflect on their intercultural experience.

10. **Faculty Director Orientation**: To support development as a study abroad faculty director, faculty directors are required to participate in sessions as specified by the JRCoE Global Education Programs Office. These sessions will be run by OU Education Abroad.

11. **Financial Reporting**: The University of Oklahoma requires complete financial reporting for all expenses incurred by the program. Meetings will be arranged prior to departure to review the program budget and the requirements for reporting expenditures according to the University’s accounting procedures. Faculty leaders are required to submit all receipts and documentation for expenses incurred within 30 days of their return.

   a. Expenses Not Covered by The University of Oklahoma
      i. Passport, photos, related expenses
      ii. Personal expenses such as laundry, clothing, medicine
      iii. Personal entertainment and incidental expenses
      iv. Non-approved customs duty on items mailed to destination
      v. Non-approved overweight baggage charges or checked baggage fees for more than one suitcase
      vi. Telephone charges unrelated to program
      vii. Penalties for changes in travel itinerary once tickets are issued
12. **Families Accompanying Programs.** The JRCoE Global Education Programs Office is willing to consider allowing family members to accompany a faculty director, with the understanding that **any additional expenses must be paid by the faculty director.** It should also be understood that the faculty director’s primary responsibility is to the students and the program. An adult other than the faculty member must accompany any children under 18 years old. Children over 18 who are not participating fully in the academic component of the program are discouraging from accompanying the faculty director without another parent or responsible person traveling with the faculty director.

13. **Liability Coverage:** University of Oklahoma faculty and staff are covered by the State of Oklahoma Foreign Liability insurance for bodily injury and property damage to others for which they are found legally liable while in the scope of their employment. Accompanying persons (non-OU employees) are not covered by this insurance and must sign a waiver of liability and agreement indemnifying the University of Oklahoma before departure. The University of Oklahoma does not cover the damage or loss of the personal possessions of faculty, staff or students. The faculty, staff or students need to make their own insurance arrangements for replacing personal possessions if they are damaged, lost, or stolen and should check their homeowners or renters insurance policies.

14. **Medical Coverage through Blue Cross/Blue Shield.** The Blue Cross/Blue Shield of Oklahoma coverage through the University of Oklahoma remains effective abroad. Below are the steps you should follow:
   a. Always carry your Blue Cross and Blue Shield identification card.
   b. Check with your Blue Plan before leaving because your health care benefits may be different outside the U.S., Puerto Rico and U.S. Virgin Islands.
   c. In an emergency, go directly to the nearest hospital or doctor. Call the BlueCard Worldwide Service Center if hospitalized.
   d. If you need to locate a doctor or hospital, or need medical assistance services, call the BlueCard Worldwide Service Center at **1.800.810.BLUE (2583)** or call collect at **1.804.673.1177**, 24 hours a day, seven days a week. An assistance coordinator, in conjunction with a medical professional, will arrange a physician appointment or hospitalization, if necessary.
   e. Call the BlueCard Worldwide Service Center at **1.800.810.2583** or collect at **1.804.673.1177** when you need inpatient care. In most cases, you should not need to pay upfront for inpatient care at participating BlueCard Worldwide hospitals except for the out-of-pocket expenses (non-covered services, deductible, co-payment and co-insurance) you normally pay. When cashless access is arranged, the hospital will submit your claim on your behalf.
   f. Call your Blue Plan for pre-certification or prior authorization, if necessary. Refer to the phone number on the back of your Blue Plan ID card.

More detailed information is available at: [http://www.bcbs.com/shop-for-health-insurance/coverage-home-and-away.html](http://www.bcbs.com/shop-for-health-insurance/coverage-home-and-away.html). Cash-less care may be easier in some countries than others (and may be impossible in some places). The BlueCard Worldwide Service Center is available 24 hours a day, seven days a week.

15. **ACE Worldwide Assistance.** All University of Oklahoma employees have access to this service. It is not insurance, but rather a worldwide, 24-hour service which provides assistance should you require a referral to a hospital or doctor; you are hospitalized; you need to be evacuated or repatriated; you need to guarantee payment for medical expenses; or you experience local communication problems. Please note this is not a credit card or medical insurance card. Faculty and staff traveling abroad should carry the ACE Worldwide Assistance card with them at all times.
16. **Mandatory Insurance.** All faculty and students participating in credit bearing OU study abroad programs will be enrolled in comprehensive insurance through FrontierMEDEX. This insurance is required and is integral to the participation of any faculty member or student on OU study abroad programs. Insurance will become active 48 hours prior to the program start date and will remain active for 48 hours after the final end date of the program. For a comprehensive list of coverage offered to OU faculty and students through FrontierMEDEX, please visit [http://www.ou.edu/content/dam/International/EA/NEW%20EA/forms/MEDEX%20Plan%20Description.pdf](http://www.ou.edu/content/dam/International/EA/NEW%20EA/forms/MEDEX%20Plan%20Description.pdf)

17. **Emergency Procedures.** Please refer to the Education Abroad website at [http://studyabroad.ou.edu](http://studyabroad.ou.edu).

18. **Post-program Meeting.** A meeting with the JRCoE Global Education Programs Office must be scheduled to review the program after the faculty member has returned to campus. Faculty directors should discuss problems and successes, as well as recommendations for future programs.

19. **Assessments.** Students will be asked to assess both the faculty teaching and the study abroad program, using two separate online evaluation systems. Individual student academic performance will be assessed in accordance with the usual grading system at The University of Oklahoma.

11/2011