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<th>Topic</th>
<th>Faculty Leader</th>
<th>Office of Education Abroad</th>
<th>Students</th>
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| **Design** | Decide program structure, dates, budget, location, course, costs, min/max viability numbers  
Determine budget and salary considerations, calculate minimum participant number for program viability, obtain departmental/department chair approvals | Advise faculty various program models/locations, connect faculty with trusted program providers | NA               |
| **Marketing** | Market program to the campus community – be the ‘face’ of your program. Provide information sessions. | Create marketing materials (Flyers, social media, program application and webpage) – Provide these to faculty  
Provide faculty with estimated applicant numbers as requested | Apply for the program by the deadline |
| **Logistics** | Answer student questions about course content, itineraries, pre-requisites, grading, schedules | Advise students and faculty on general travel considerations – passports, vaccines, health and safety, packing | Book flights, purchase required travel insurance, ensure they have a valid passport  
Pay all associated program costs, including study abroad application fee and Mines Tech Fee |
| **Academics** | Develop the syllabus and plan of visits on-site as appropriate.  
Work with the registrar and/or department to ensure students are enrolled in the appropriate course | Be aware of the course name and number that is being offered, refer students to faculty leaders if they have questions about academics | Complete all required academic coursework |
| **Compliance** | Familiarize themselves with Mines Travel Policy (10.3 in Academic Catalog)  
Report trip itinerary and participant numbers to Clery office to ensure compliance | Manage student applications and appropriate travel waivers/application documents | Conduct themselves according to the Mines Code of Conduct |
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<tbody>
<tr>
<td><strong>Pre-Departure</strong></td>
<td>Collaborate with Ed Abroad and program provider to host required pre-departure orientation</td>
<td>Collaborate with faculty and program provider to host required pre-departure orientation</td>
<td>Attend Required Pre-Departure Orientation</td>
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| **In an emergency** | Ensure they are available during the program in case of emergency – provide the program provider with in-country contact information  
Communicate any emergency to both the in-country contact and Mines Education Abroad. Provide a written incident report in a timely manner. | Assist in an emergency – interface with relevant campus departments, in-country provider, and parents, if necessary | Provide up-to-date emergency contact information to faculty and program provider  
Create realistic communication expectations with family prior to departure |