

| Topic | Faculty Leader | Office of Education Abroad | Students |
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| Design | <p>Decide program structure, dates, budget, location, course, costs, min/max viability numbers</p> <p>Determine budget and salary considerations, calculate minimum participant number for program viability, obtain departmental/department chair approvals</p> | <p>Advise faculty various program models/locations, connect faculty with trusted program providers</p> | <p>NA</p> |
| Marketing | <p>Market program to the campus community – be the ‘face’ of your program. Provide information sessions.</p> | <p>Create marketing materials (Flyers, social media, program application and webpage) – Provide these to faculty</p> <p>Provide faculty with estimated applicant numbers as requested</p> | <p>Apply for the program by the deadline</p> |
| Logistics | <p>Answer student questions about course content, itineraries, pre-requisites, grading, schedules</p> | <p>Advise students and faculty on general travel considerations – passports, vaccines, health and safety, packing</p> | <p>Book flights, purchase required travel insurance, ensure they have a valid passport</p> <p>Pay all associated program costs, including study abroad application fee and Mines Tech Fee</p> |
| Academics | <p>Develop the syllabus and plan of visits on-site as appropriate.</p> <p>Work with the registrar and/or department to ensure students are enrolled in the appropriate course</p> | <p>Be aware of the course name and number that is being offered, refer students to faculty leaders if they have questions about academics</p> | <p>Complete all required academic coursework</p> |

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| | Teach course, incorporating the location as appropriate | | |
| 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 |
| Pre-Departure | Collaborate with Ed Abroad and program provider to host required pre-departure orientation | Collaborate with faculty and program provider to host required pre-departure orientation | Attend Required Pre-Departure Orientation |
| 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 |