

Roles and Responsibilities for Leading Study Abroad Courses with Undergraduate Students

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As a CWRU faculty or staff leader of a study abroad program, I understand I am responsible for elements

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Send safe arrival updates to the director of the Office of Education Abroad (OEA) within two (2) hours of the group's or the last student's arrival in the host country and as arrival plans develop/change leading up to program start

Keep CWRU's emergency numbers and the host country's 911 equivalent numbers on your person
Respond to emergencies while abroad by taking the necessary steps to secure physical safety and attend to the immediate needs of students, following institutional directives and keeping the OEA informed*

Maintain an alternate responsible party who is available to the group in-country during the program*

Maintain the travel itinerary dates and locations, conferring with the OEA before any changes occur

*Responsibilities that a study abroad provider or program director may assist faculty with developing/managing

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