

# Introduction and Faculty Roles

Thank you for your support of international education and for providing leadership on a study abroad program. An international experience can be one of the most rewarding and inspiring experiences of a student's academic career. While leading this program, you have an opportunity to impact students and expose them to opportunities that will benefit them academically, personally and professionally.

This training is designed to **provide guidance and information to faculty and staff leading groups of UNC students abroad.** The focus of the training is on **risk management in study abroad.** This training will:

- Build awareness about the risks associated with traveling and studying abroad
- Outline your role as a program leader when it comes to risk management
- Introduce resources available to support you and the program participants

**Video from Barbara Stephenson, Vice Provost for Global Affairs**

**Training Format**


**Online Training Agenda**


## **Faculty Responsibilities and Expectations Abroad**

Lesson 1 of 4

# Video from Barbara Stephenson, Vice Provost for Global Affairs



 YOUTUBE

A large black rectangular area representing a video player. In the center is a red rounded rectangle with a white play button icon, indicating a video that is not yet loaded or is a placeholder.

**Study Abroad Faculty Health & Safety Training**

Uploaded by UNC Study Abroad on 2023-02-20.

**VIEW ON YOUTUBE >**

Vice Provost Barbara Stephenson, PhD

CONTINUE

# Training Format



## The training has two required parts:

**Online training modules** – The online training will provide you with all the content you need. It will outline policies, introduce campus resources, and offer a framework for handling incidents.

**Live training session** – The live session, led by staff from the Study Abroad Office, Kenan-Flagler Global Programs, Global Affairs, and other campus partners, will give you the opportunity to practice what you learned in the online training through case-studies and scenario work.

*\*Complete the online training at your own pace and no later than the day before the live training session.*

[CONTINUE](#)

**After completing the training, you should have the knowledge and tools to:**

- 1 Be proactive to mitigate risks
- 2 Respond to incidents when they arise
- 3 Communicate with UNC staff as required

---

The training will provide detailed descriptions of your role and responsibilities when leading a program. **You will serve as UNC's primary contact abroad** and serve as students' main link with the university. **It is your responsibility to read, review, and understand the information presented in this training, to seek clarification of any material that you do not understand or have concerns about, and to follow the procedures as outlined.**

# Online Training Agenda



## During this training, we will discuss the following topics:

- 1 Your role when leading a program abroad
- 2 UNC Travel Policy and Overview of Travel Approval Process
- 3 UNC's risk response process
- 4 UNC Legal matters
- 5 GeoBlue Insurance
- 6 Expectations and Orientation
- 7 Emergency Action Plan
- 8 Defining types of incidents and how to respond
- 9 Supporting Students in Crisis & Mental Health First Aid
- 10 Student behavior and conduct

11

What to communicate and when

12

Summary and conclusion

The training is designed to be self-paced, but we ask that you complete the process prior to attending the live session.

CONTINUE

**These materials draw on resources from a variety of sources:**

- Office of the Vice Provost for Global Affairs
- Study Abroad Office
- Kenan-Flagler Global Programs
- Office of University Counsel
- Campus Partners
- The Forum on Education Abroad



- NAESA: Associate of International Educators
- U.S. Department of State

We hope you will find the material helpful and informative in your quest to provide Carolina students with a quality international experience. Thank you for your enthusiasm for international education and for providing a valuable global experience for our students. We look forward to working with you throughout this process and hope you will find these trainings useful.

**CONTINUE**

# Faculty Responsibilities and Expectations Abroad



## Responsibilities

Leading a program is much more than teaching a course or supervising students abroad. In addition to the academic responsibilities, faculty and staff will have a breadth of **responsibilities outside the classroom to ensure the program runs smoothly**, and that **positive relations between UNC Chapel Hill and the host institution/ organization are maintained**. This may include acting as an intermediary between program participants and host institution official, and adhering to, and making sure students adhere to, host institution policies, rules, and regulations and local laws.

**You will also play a critical role in risk management and emergency response.** You serve as a leader in terms of **cultural adjustment** and the **health and safety of students** while they are abroad. While students are expected to behave responsibly in regard to their own health and safety, you are **professionally responsible for**

**servicing as a resource for students and to provide support in case of an emergency.**



**STUDY ABROAD**

# It's all part of the job description

Academic freedom advocate	Facilities manager	Public relations officer
Academic program developer/adviser	<b>Financial aid officer</b>	Recruiter
Admissions and enrollment officer	Grades department and administrator	Risk manager
Academic records officer	Housing rental agent	<b>Student affairs administrator</b>
<b>Budgetary officer</b>	Insurance counselor	<b>Student conduct judicial officer</b>
Bursar	<b>International communications expert</b>	<b>Students with disabilities manager</b>
Computer center manager	<b>International law expert</b>	<b>Student health professional</b>
Contact developer	Librarian	Testing administrator
Course development and evaluation administrator	Loan officer	Textbook manager
<b>Crisis and emergency manager</b>	Orientation program administrator	<b>Translator</b>
<b>Cross-cultural issues consultant</b>	Paralegal	Transportation supervisor
Currency exchange expert	<b>Parental liaison</b>	<b>Travel agent and tour operator</b>
<b>Drug and alcohol counselor</b>	<b>Personal and professional counselor</b>	Visa and immigration specialist
Equipment manager	Personnel administrator	Women's issues advocate
Evaluation officer	<b>Program developer and evaluator</b>	Writer and editor

**CONTINUE**

As you are on the “front line” participating in experiences alongside students, you are best equipped to understand what students may be going through and to recognize unusual behavior. The ability to be approachable and stay vigilant and responsive are great tools in addressing issues early before they escalate and become true emergencies.

While you will play a significant role in risk management and emergency response, you are not expected to deal with emergency incidents on your own, and there's often a whole team of people ready and able to assist. In the event of true emergencies that require swift support and response, you should rely on local emergency response services and law enforcement units. Depending on the situation, you may also need to involve the US State Department, GeoBlue insurance, and other resources.

UNC is equipped with a few offices and resources to support faculty, staff, and students abroad. The online and live trainings will introduce you to the UNC resources available to support you and your program and will outline their involvement in risk management and response.


**CONTINUE**

## **Expectations**

Just as students must follow a code of conduct, you and program staff must abide by UNC Chapel Hill conduct rules and SAO policies and guidelines while on the program. Some, but not all, of the possible examples of unacceptable conduct are:

- Working under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on the job
- Stealing State property or funds, or knowingly misusing State property or funds
- Jeopardizing the safety of persons or property
- Inappropriate relations with students: As Faculty Program Directors (FPDs) spend a substantial amount of time with students both in and out of the classroom, program staff should be careful to avoid any behavior that could be misinterpreted as inappropriate between professor and student.

**This training will help build awareness about the risks associated with traveling and studying abroad, help you understand your role in managing a program abroad, introduce the resources available to support you, and the correct procedures to employ if an incident occurs.**

 Thank you for completing this module. Please close the window and you will be taken to the next module.