

The faculty leader of this program agrees to:

1. Communicate with Education Abroad and respond to inquiries and requests in a timely manner to ensure Education Abroad as well as University and international partners can adequately support and contribute to the success of your program and well-being of your students
2. Have at least one full year experience teaching or advising students at KSU on campus and in person
3. Have knowledge of and experience in the host country. This can include a prior site visit to the host country prior to leading the program abroad or shadowing another's program
4. Review and agree to comply with the KSU Education Abroad policies regarding [companions, guests, and leader responsibilities](#) and to inform Education Abroad at the time of proposal of any family members or non-student guests who plan to join your program
5. Make efforts to reduce financial barriers for students to participate in your program, including taking steps to reduce faculty leader travel costs or identifying personal, department, or college financial support for either student or faculty leader travel costs
6. Give a sustained effort to recruit students to participate in the program before the published application deadline, including arranging classroom presentations, information sessions, tabling events, and other department or college promotional strategies
7. Attend a pre-tour emergency response protocol meeting with Education Abroad
8. Schedule predeparture meetings with your students and discuss course and program expectations, predeparture preparation, the host country culture, communication during the program, the host country visa or registration requirements, and health and safety considerations and resources
9. Prioritize the needs of students during the program, and take seriously the safety, security, and well-being of students
10. Assist students in a crisis or emergency and communicate with K-State's International Insurance provider, On Call International, K-State, and Education Abroad regarding any emergencies or incidents that may occur while your program is abroad
11. Facilitate students' engagement with the host country culture and help them to navigate and reflect on cultural differences
12. Reconcile program expenses timely after the conclusion of the program (within two weeks of the conclusion of the study tour)

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Signature of Lead Faculty

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Date