



Center for Global  
Engagement

## SHORT-TERM PROGRAM DIRECTOR GUIDELINES for STUDY ABROAD and STUDY AWAY PROGRAMS

### General Information

The Center for Global Engagement is committed to cultivating international education opportunities for faculty members and students. Designing and leading a short-term program study abroad (or study away for US-based programs) is one such opportunity.

JMU short-term programs include programs that are run at any point in the calendar year but do not *require* a student to complete a semester's worth of credits (12+ credit hours) in order to participate. Most programs offer between three and nine credits and run during winter session (two weeks), spring break (one week abroad and embedded in a semester course), and during summer session (three to ten weeks).

The CGE promotes access, inclusion, and diversity for all students, faculty, staff, constituents, and programs. As such, CGE is interested in working with faculty program directors whose experience and qualifications support an ongoing commitment to these core values.

### Application Process and Deadlines

Program proposal applications open in May and are due on August 1 for all programs running the following winter, spring break, and summer terms. (For example, for programs slated to run in winter 2024, spring break 2024, and summer 2024, the applications open in May of 2023 and are due on August 1, 2023). The Director of Study Abroad reviews each proposal and evaluates program location, topic, length, logistics, sustainability, priority needs of the CGE, and other considerations prior to approval. Note: Any new program directors must schedule a meeting with the Director of Study Abroad to discuss future programming.

All program directors must be actively engaged in conversations with their Academic Unit Heads or other approving authority prior to submitting an application, as all program approval is contingent upon preliminary approval from academic units (note: some academic units and colleges have application deadlines prior to August 1 for study abroad programming). Upon program approval from CGE, the official course approval process will run through each AUH and Dean, or other relevant approving authority.

### Program Personnel Requirements and Compensation

All programs must have at least one program director and an additional program staff.

The primary director must be a JMU instructional faculty; faculty emeriti can serve as additional program staff, but may not be the primary director. Adjunct faculty are approved to be the primary director on a case-by-case basis. Classified staff can serve as program personnel in any category, but will

subject to approval from CGE, the employee's primary department, and Human Resources. The full responsibilities for the primary director are outlined in detail the next section.

The second program staff may be a co-director, instructor, or program assistant, as described based on general responsibilities listed here:

- Co-Director: Assist primary director with all program logistics and budget. Reviews student applications. In direct supervision of students during both in-class and out-of-class program activities. Teaches one or more courses while on program. Included in communication from CGE about the program. Attends certain required trainings for program directors. Co-directors must be JMU employees.
- Instructor: Teaches or co-teaches one or more classes while on program. Not primarily responsible for program logistics, budgets, or supervision of students out of the classroom.
- Non-teaching Support Person (NTA) or Graduate Student Assistant: Program assistant who performs record-keeping functions or assists with student participants. May include graduate student, JMU non-teaching staff, or anyone designated for this support role.

Depending upon budget and needs of program, short-term programs may hire additional staff for program support.

Program personnel at the director or instructor level are paid based on the number of credits taught at the rate as established by Academic Affairs for college and rank. (For example, if two 3-credit courses are required for students, the director [who serves as the instructor for the course] will be compensated for a total of six credits). If a course is team-taught, salary will be split by total number of credits. (For example, if one 3-credit course is co-taught by the director and co-director/instructor, each will be compensated for 1.5 credits). For director, co-director, and instructor roles, all program expenses are covered by the program budget.

Program personnel at the non-teaching assistant or graduate assistant level are compensated based on length of program, with specific formulas outlined in the program budget. Unless the program personnel is serving as the second required role, program expenses are not included in the program budget.

All salaries are dependent upon sufficient enrollment in programs and are not guaranteed if the program budget cannot financially support full salaries.

## **Program Director Duties and Responsibilities**

### Student Recruitment, Advising, and Support:

- Recruit students to participate in short-term program by: attending CGE events including but not limited to the Study Abroad Fair (fall) and the Taste of Study Abroad (spring); holding information sessions for prospective students; and regularly communicating with students with expressed interest and official applicants
- Use Terra Dotta to manage student applicants and attend CGE sponsored trainings to understand the Terra Dotta system as necessary
- Review student applications in Terra Dotta
- Attend the general Study Abroad pre-departure orientation, and conduct program-specific pre-departure orientation meetings to prepare students for program

- Organize and conduct on-site orientation
- Advise students on appropriate behaviors and interactions with one another and host communities during the program with careful consideration of dress, decorum, social media images, and every-day behaviors
- Manage student behavioral issues, as well as establish appropriate sanctions in cooperation with CGE
- Serve as primary emergency contact and respond promptly to special concerns, issues, and emergencies, and notify CGE of problems and resolutions
- Attend risk management trainings prior to program as necessary
- Monitor student progress with submitting documents required for travel and follow up with students to ensure all documents have been submitted prior to travel

#### Program Personnel Support:

- Recruit, orient, and supervise candidates to serve as instructors and program assistants, if applicable (including JMU partners and on-site partners like guest lecturers and vendors)
- Provide personnel information to CGE in an efficient manner to ensure proper processing of payments, insurance, and other important logistics
- Manage on-site administrative planning and orientation

#### Program Management:

- Coordinate all aspects of programming, including arranging lodging, on-site transportation, meals, and excursions
- Attend required Fall Directors Meeting and Spring Directors Meeting to stay up-to-date on program policies and logistics
- Ensure accuracy of program webpage
- Communicate regularly with the Study Abroad staff about any changes in program structure

#### Curriculum Administration:

- Establish and review course offerings to insure the program's academic integrity in partnership with necessary academic unit(s)
- Submit course approval paperwork to AUH, Dean and CGE in a timely manner
- Embed intercultural competency outcomes in throughout course syllabi, materials, and coursework
- Select relevant guest lecturers, if using, and provide fair compensation
- Collect grades, course papers/projects and/or exams
- Review program evaluations

#### Financial Management:

- Prepare budget projection with support from CGE and submit budget drafts to the Study Abroad Fiscal Specialist by established deadlines
- Ensure fiscal responsibility by following JMU policies and procedures that are applicable to short-term programming
- Attend necessary financial trainings as led by International Accounting
- Keep accurate record of all expenses and transactions while abroad and submit final financial report in a timely manner

Study Abroad staff supports faculty in planning programs, including assistance with student recruitment, risk management, and program and budget development.