

## **Responsibilities and Prerequisites of May Term Travel Course Leaders and Assistants**

Because of the complexity of international travel arrangements, and for the safety and welfare of both students and faculty, all international Travel Courses will include two adults (one faculty leader and one assistant; or two faculty co-leaders).

Travel Course Leaders must be a full-time, tenure track faculty. Responsibilities are as follows:

1. Primary or sole responsibility for organization, content, and instruction of the course.
2. Attend all May Term Travel workshops and the pre-departure meeting in April [ensure students are aware and attend the mandatory meeting in April].
3. Submit required forms, paperwork, itemized bills, and related materials to the Mellon Center by stated deadlines.
4. Communicate appropriately, and in a timely fashion, with the Mellon Center staff through all stages of the course: planning, implementation, and budget reconciliation.
5. Adhere to all MT related deadlines and policies.
6. Develop and facilitate all three academic components of the program: pre-departure preparation, on-site teaching of the course, and re-entry phase (e.g., assigning grades, reconciling budgets, turning in purchase cards).
7. Plan all travel and logistical arrangements for the off-campus component.
8. Work closely with the Mellon Center Administrative Assistant to request course-related payments and to clarify any budget procedures.
9. Teach the on-site course and have full 24-hour responsibility for student support, group activities, and program budget management.
10. Prior to departure provide an in-country student orientation to review and discuss the objectives of the course, expectations, health and safety issues, etc.
11. Meet with students on an informal basis to discuss content, in-country experiences, extracurricular activities, and cross-cultural adjustment issues.
12. Closely monitor political and other current events that might impact the feasibility and safety of the program.
13. Respond to and report emergency situations if they occur.
14. Include the Mellon Center in every step of the development of your course. Be sure the Mellon Center has copies of: your course description, syllabus, itinerary, program provider, and all contact information for the duration of your course.
15. Ensure that the Mellon Center has copies of all passports, visas and waivers for all students, faculty and staff traveling with your course.
16. Submit student course grades by stated deadline.
17. Document all in-country program expenditures appropriately [itemized receipts are required; daily exchange rates are required]. Provide receipts to the Mellon Center Administrative Assistant by the agreed upon deadline.

Travel Course Leaders will receive:

1. Teaching credit for delivery of a full course unit.
2. All reasonable and necessary travel expenses including air, sea, or land transportation from Bloomington (similar to students) and accommodations (similar to students).

3. A per diem of \$30 per day for food allowance; individuals are responsible for additional expenses beyond those deemed reasonable and necessary (e.g. entertainment, additional meal expenses, etc.).

### **May Term Travel Course Assistants:**

Adults who may be considered as a candidate for Travel Assistants to accompany a Travel Course may include IWU faculty and staff, family members of the Travel Course Leader, and alumni. A primary consideration for selecting this individual will be their ability to enhance the students' experiences on the trip. First consideration for a Travel Assistant will go to faculty members, and first among those are ones for whom the trip represents a significant faculty development opportunity. In some circumstances, this criterion might be outweighed by the desire to provide an experienced assistant for a relatively less experienced leader.

Travel Course Assistants are not primarily responsible for course content or instruction and, therefore, will not receive teaching credit for delivery of a full or partial course unit.

Travel Course Assistants must be:

1. Supportive of course objectives and able to work well with the course leader.
2. Over the age of 25.
3. Selected by the Travel Course Leader by July 1<sup>st</sup> and approved by the Associate Dean of Curricular and Faculty Development and the Provost.
4. Ready, willing, and able to assist course leader in all aspects of planning, arranging, expedition, and managing the course.
5. Competent to assume field leadership of the group in an emergency.
6. Responsible for any personal expenses beyond those deemed reasonable and necessary. They will receive the same travel benefits as the course leader **if course enrollment justifies it.**

According to NAFSA's Guide to Education Abroad for Advisors and Administrators<sup>1</sup>, the most successful Faculty Leaders are:

“...those with the physical stamina to endure long hours and a high level of interaction with students and local contacts; the patience and good humor to deal with frequent frustrations; and the knowledge and independence to function well in a culture not their own. If they have pedagogical duties, they need to be eager and committed teachers who know how what they are teaching relates both to the home campus and to the culture of the host country.”

They also need to be true leaders, skilled in diplomacy, logistics, and group dynamics. They will invariably be asked to be cultural interpreters and analysts, helping students understand what is going on and how it relates to things back home (or doesn't!). Unless there is someone else on the local scene who really knows its social, cultural, and academic fabric, faculty must be prepared to take on the role of explaining it to them. Above all faculty must be prepared to be cheerful and supportive friends-in-need to their students, not simply authority figures.”

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<sup>1</sup> NAFSA's Guide to Education for Advisors and Administrators Second Edition, p 49.