

EDUCATION ABROAD

Departmental Guests

Ohio State-sponsored study abroad programs are intended for degree-seeking Ohio State students and are led by approved Ohio State faculty/staff resident directors. (See Academic Guest Policy regarding non-Ohio State resident directors and Accompanying Individuals Policy regarding resident director spouse/partner guests).

In limited circumstances, an additional Ohio State faculty/staff member may accompany the group as a departmental guest. These circumstances include providing the opportunity to learn about the program first-hand in order to lead it in the future, or to provide an opportunity so that the guest is able to more knowledgeably advise potential students about the program.

There are typically one to two approved resident directors per group, depending on the nature of the in-country arrangements/support. The cost of the resident directors' airfare, room/board, international supplemental insurance and transportation is almost always entirely covered by the student program fee. For this reason, the cost of sending additional departmental guests/observers should not be factored into the program fee paid by the students. Moreover, these guests should not be used to help make enrollment targets or take the place of students.

Departmental guests should be prepared to assist the resident director(s) in emergency circumstances and are required to attend a resident director orientation prior to accompanying a program to become familiar with health and safety issues and emergency response protocol.

Program: _____ Term: _____

Resident Director: _____ Email: _____

Departmental Guest Rationale

Please include the rationale for this guest's participation (on page two of this form) and how this person's expenses will be covered (self-paid or paid for by the department). Departmental guests cannot customize the program itinerary, are required to participate in all program activities and enroll in the university's international supplemental insurance. Resident directors should upload this completed form to their RD Program Management Application Page located on education.abroad.osu.edu.

Departmental Guest

Name: _____ Department: _____

Rationale

Name of Department Chair or Unit Head approving the guest: _____

Signature: _____ Date: _____

Name of Senior Fiscal Officer approving guest: _____

Signature: _____ Date: _____

Name of Education Abroad Liaison: _____

Signature: _____ Date: _____

