

## 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.

If a resident director or academic unit wishes to include a departmental guest, they must notify the Office of International Affairs, the college study abroad liaison and the college senior fiscal officer during the program planning phase. This notification should include the rationale for this guest's participation 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.

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.

