

## EDUCATION ABROAD

### Academic or Leadership Guests

#### Policy on Academic or Leadership Guests on Ohio State International Programs

Leadership of international programs involving students from The Ohio State University is traditionally limited to currently employed faculty or staff and graduate students currently enrolled at Ohio State. In limited instances, an academic or professional not associated with Ohio State may be deemed essential and approved to accompany a program abroad. A request for approval must be submitted to the chair of the department supporting the program or the appropriate head of the sponsoring unit for international programs not emanating from the colleges. Such request must include a solid rationale as to how the person(s) are essential to advancing the academic or co-curricular learning of the program. The rationale must be reviewed by the international risk manager (in consultation with the International Travel Policy Committee) and approved by the chair of the department supporting the program or the appropriate head of the sponsoring unit as applicable. The process of identifying Academic or Leadership Guests deemed essential should occur during the program development process; it is not designed to help programs make enrollment targets or take the place of students.

This policy does not extend to family members as guests. Please consult the separate policy on accompanying individuals for guidelines concerning spouses, partners and children. The policy on accompanying individuals only extends to spouses, partners and children of resident directors, and does not extend to academic or leadership guests approved by this protocol.

Guests who are approved to assist in leading programs are required to agree to and sign a letter of appointment outlining duties and responsibilities of leading an Ohio State program abroad. Such appointments are subject to revocation as described therein.

#### Letter of Appointment as an Academic or Leadership Guest Duties and Responsibilities

Study abroad, by definition, is a 24/7 involvement for participants and program leaders alike. In your position as program leader, daily interactions and close living quarters will acquaint you with student life and culture outside the classroom. You will be expected to establish appropriate boundaries between you and the students while you are leading a study abroad program. It is critical for you to understand and accept that you are a role model. Your behavior, actions, and words will always be on display. You must maintain professional and appropriate relationships with all students in your group, and avoid displays of preferential treatment and/or favoritism.

As a leader you will be called upon to:

- Represent Ohio State in a professional and responsible manner
- Assist the resident director(s) in promoting and enhancing the academic integrity of the study abroad program
- Assist students in meeting the academic, social, and cultural challenges of the study abroad experience
- Assist the resident director(s) in responding to emergency situations by following Ohio State's international emergency protocols
- Maintain accountability for any funds entrusted to your care for program expenses

In addition to in-country leadership responsibilities, all leaders are required to:

- Attend an Office of International Affairs pre-departure orientation for resident directors (the orientation can be accommodated at a distance)
- If local, attend all pre-departure meetings for participants
- Read the Office of International Affairs Resident Director Study Abroad Handbook
- Be enrolled in Ohio State's supplemental international travel insurance offered through GeoBlue

For the duration of your capacity as a leader of the program abroad, you are authorized and instructed to represent the interests of The Ohio State University as part of your official responsibilities to the university, and you shall be entitled to any immunity, insurance, or indemnity protection to which officers and employees of the University are or hereafter may become entitled.

This appointment includes no remuneration or compensation of any kind, and is subject to revocation at any time based on the reasonable discretion of the appointing authority.

### **Release**

In consideration of being granted the opportunity to serve as an academic or leadership guest on an Ohio State program abroad, you also acknowledge and agree to the following release:

I do hereby release and forever discharge for myself and my heirs, executors, administrators and assigns, all officers, trustees, fellow members, employees, and agents of The Ohio State University who arranged, advised or supervised any portion of this activity, from all claims, demands, actions, and causes of action for personal injury or any other damage now existing or which may arise out of or be in any way related to their negligence or other conduct associated with this activity.

I understand that if I should violate the laws and regulations of any country visited as part of this travel experience, The Ohio State University may not be held liable for such conduct. I understand that if I should confront a personal legal problem, The Ohio State University cannot officially represent me or my legal interests in dealing with a foreign legal system; nor can the University assume any direct responsibility for the actions of a foreign government.

In accordance with the foregoing, you are hereby appointed as an academic or leadership guest for the Ohio State international program(s) specified below.

Name of Education Abroad Liaison: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Department Chair or Unit Head Approving the Guest: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of International Program(s): \_\_\_\_\_

Name of Academic or Leadership Guest: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Directors submit this completed to their RD Program Management Application page on [educationabroad.osu.edu](http://educationabroad.osu.edu).

