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## Departmental Representative Form

A departmental representative is an Ohio State faculty/staff member participating on a global education program to observe and learn about the program.

Ohio State faculty-led global education programs are intended for degree-seeking Ohio State students and are led by approved Ohio State faculty/staff resident directors. (See Academic or Professional Leader policy regarding non-Ohio State resident directors and Spouse and Minor Legal Dependents Policy regarding resident director accompanying family members).

In limited circumstances, an additional Ohio State faculty/staff member may accompany the group as a departmental representative. 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 representative is able to more knowledgeably advise potential students about the program.

There are typically two approved resident directors per group. 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 representatives /observers should not be factored into the program fee paid by the students. Moreover, these representatives should not be used to help make enrollment targets or take the place of students. Departmental representatives should be prepared to assist the resident directors in emergency circumstances and are advised to attend a resident director orientation prior to accompanying a program to become familiar with health and safety issues and emergency response protocol.

## Instructions

Please include the rationale for this representative's participation and how this person's expenses will be covered (self-paid or paid for by the department). Departmental representatives cannot customize the program itinerary, are required to participate in all program activities and enroll in the university's international supplemental insurance.

After completion of the top portion, this document must be signed by the approving department chair or unit head, senior fiscal officer and global education liaison. Resident directors should then upload this completed form to their program management application page found at [globaleducation.osu.edu](http://globaleducation.osu.edu)

**Please complete the following fields:**

Representative name:	
Representative department:	
Representative email address:	
Rationale:	
Name of approving department chair or unit head:	
Signature of approving individual:	
Date of signature:	
Name of approving senior fiscal officer:	
Signature of approving fiscal officer:	
Date of signature:	
Name of Global Education liaison:	
Global Education liaison department:	
Signature of Global Education liaison:	
Date of signature:	