



Study-in-America/Off-Campus Programs Academic Program Director & Faculty Responsibilities

In assuming the role of the academic program director (APD) or Study-in-America/Off-Campus program faculty (SAF), you must understand and agree to accept responsibility to do the following:

I. On-site Student Support

On-site support is essential to the success of all Study-in-America/Off-Campus programs. Preplanning will help to ensure the success of the program and of the APD and SAF.

- The APD is responsible for organizing pre-departure meetings and developing program logistics with on-site personnel. The APD and SAF are responsible for determining the academic development of the course/program, as well as overseeing services provided on-site. The APD will continue to coordinate all program logistics, such as scheduling and itinerary, including any field trips and lodging arrangements. Assuring that students will be accommodated as previously anticipated is but one of several examples of the APD's responsibilities.
- The APD and SAF are expected to participate in all activities that are part of the program. If the APD and SAF are unable to participate in some of the activities due to other responsibilities related to the program, s/he will assign another faculty member when possible and/or inform the students where s/he is to be reached in case of an emergency.
- The APD is expected to resolve problems or conflicts, as provided through the Texas State Code of Student Conduct, which may emerge between or among individuals within the group, and to notify the Office of Distance and Extended Learning (ODEL) of any student behavior problems. Examples of such situations may include, but are not limited to, making an effort to resolve any strained relationships that may cause group tension, addressing evidence of harassment (including sexual harassment), identifying behavior that may compromise the group's safety, or investigating any student complaints.
- The APD must inform the participants as well as the ODEL of all essential contact information where s/he can be contacted during the dates of the program.

- In case of an emergency, it is recommended that the APDs follow the procedures specified in the Texas State Crisis Management Plan, which can be found at <http://www.txstate.edu/effective/upps/upps-05-04-03.html>.
- The APD will remain accessible to students during the entire program period and ensure that other program faculty members remain accessible to students as well.
- The APD serves as the point of contact for students, local hosts, third-party provider, Texas State staff, and parents and/or spouses of program participants.
- The APD and SAF will organize and provide leadership on field trips away from the host site.
- The APD is expected to ensure that students know when and where they are to meet upon arrival at the program destination and for any excursions that take place during the program.
- The APD will develop a plan for the group in case a flight or other form of transportation is missed.
- The APD will provide the students and faculty with the local police telephone number.
- The APD is expected to monitor travel advisories.
- The APD and SAF provide leadership and model behavior that is consistent with the Texas State University Faculty Handbook guidelines.
- The APD will contact the ODEL at least once a week during the program.
- The APD is expected to provide direction for any problems or crisis that occur, and to keep in communication with the ODEL regarding them.
- The APD will designate a local person on whom the participants can rely if incapacitated.
- In keeping with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) rules and regulations, the APD and SAF will encourage that student evaluations are submitted to the ODEL.
- The APD and SAF are expected to provide assistance in emergency situations.

II. Student Behavior

- The APD has the authority to penalize or expel any student from the program whose behavior violates the Texas State Code of Student Conduct or whose behavior endangers the student or the group. However, before imposing a disciplinary sanction, the APD will (1) notify the student of the violation that he or she has committed and (2) give the student

an opportunity to rebut the allegations. The APD will also complete the Student Misconduct Report form documenting this violation.

- The APD is responsible for immediately notifying the ODEL of any significant problems related to student behavior.
- The APD is responsible for establishing behavioral expectations at the orientation meetings.

III. Grades

The class attendance policy in the program is to be consistent with Texas State attendance policy and financial aid regulations. The University expects students to attend every scheduled class meeting. General requirements include:

- Establish mandatory requirements for attendance.
- Inform students of the course attendance policy during the orientation meetings.
- Let students know that they are responsible for understanding the attendance policy and for meeting those requirements.
- Establish that failure to meet the attendance requirements in a course may lower a grade and may affect financial aid compliance.
- Inform students of their grades for all completed work at the end of the program. Giving students this information will help avoid any conflict that may arise after the program is ended and when the APD and SAF may not be easily contacted for clarification.
- Report grades using the Texas State grading scale of A, B, C, D and F, and submit them via Banner Self-Service during the time required by the Office of the University Registrar.
- As stated in PPS 4.07, Grades and Change of Grades, the “I” grade is a temporary grade used when students fail to complete a vital portion (final examination, paper, etc.) of the course due to conditions beyond their control. In the event that an “I” is issued in a Study-in-America/Off-Campus program, it is up to the faculty member to observe the policies and procedures of the department, college, and academic affairs.
- The procedures and policies for a change of grade used on campus apply to Study-in-America/Off-Campus program programs. The APD and SAF must send a copy of the change of grade form to the ODEL.

IV. Travel funds

- A month prior to departure, the APD must request any travel advance. These funds will be issued as a direct deposit to the APD/SAF, unless otherwise indicated. The APD/SAF will be responsible for determining how best to handle these funds: purchase travelers' checks, or employ any method determined to be the most efficient and secure.
- The APD and SAF are to obtain a personal log for all expenses from the ODEL. The APD/SAF must maintain the log during the program and keep all receipts for expenses incurred during the program. (In cases where receipts cannot be obtained, it becomes even more important to maintain an accurate account in the personal log). Below are examples of some of the expenses that are NOT allowed:
 - a. Expenses of faculty's family members
 - b. Personal travel before, during or after the program
 - c. Consumption of alcoholic beverages by Texas State students and faculty
 - d. If the APD and SAF decide to cancel their participation in the program they will be responsible for all their expenses related to the cancellation such as airline ticket, lodging reservations, etc.
 - e. Personal items (including personal hygiene)
 - f. Medical bills for students or faculty
- The ODEL will request stipends be paid only when final grade reports and expense documentation are submitted by the APD/SAF. Stipends will be processed following the deadlines established by the Texas State payroll office.
- APDs are fiscally responsible for their Study-in-America/Off-Campus programs. They, along with the ODEL staff and the department chair, shall develop a program budget. This shall be done prior to submitting the program proposal. Any expense overage will need to have a plan for recovery of those expenses for future programs. This plan should be worked out with the director of the ODEL and shall be done at the end of the program but before the new proposal is submitted. By the same token, all unused funds are returned to the ODEL and are not considered to be part of a future program.
- Any equipment or special purchases for a program are property of that program, and are transferred from one APD to the next. Should a program be discontinued, all property is returned to the ODEL for use in other programs.
- The APD/SAF must complete and submit program expenses within 30 days of their program end date. Accounts not received within that time will be reported to the department chair, college dean, and associate vice president for academic affairs.
- Upon return, meet with the ODEL staff to reconcile the program expenditures.

V. Other Responsibilities

- The APD is a representative of Texas State University.
- If the opportunity presents itself, the APD should offer to give a presentation to promote

Texas State University while at the off-campus location.

- Submit the faculty evaluation, which includes information on all aspects of the program and suggestions for improvement.
- The APD and SAF must follow all policies and procedures established by the ODEL.
- The APD and SAF must attend all mandatory meetings.

VI. Criteria for Study-in-America/Off-Campus Program Academic Program Directors and Faculty

- Full-time Texas State University faculty members are preferred.
- If a Study-in-America/Off-Campus program is continuing, it must have received good evaluations from the previous year.
- Prior Study-in-America/Off-Campus program experience or familiarity with the location through academic involvement is preferred.
- Must be approved by the department chair, the dean of the college, and by the director of the Office of Distance and Extended Learning.
- The performance of the Texas State APD and faculty will be evaluated using the information provided in the student evaluations, as well as by past compliance with the policies and procedures governing Study-in-America/Off-Campus programs.

APD/SAF Name _____

Study-in-America/Off-Campus Program _____

Signature _____ Date _____