



Teaching Abroad Responsibilities Guide

Broad Curriculum



Where

- FSU study centers in London, England; Florence, Italy; Valencia, Spain; or the FSU branch campus in Panama City, Panama

When

- Faculty are appointed for partial summer semesters, most commonly in one of the three European study centers

What

- Broad range of undergraduate course options, including many that satisfy requirements for some majors, minors, and CoreFSU requirements

Curriculum-Focused



Where

- Locations across the globe, both at IP study center/branch campus locations (listed above) and in other locations (non study center programs)

When

- Typically offered during the summer term, lasting between 2 - 8 weeks

What

- Faculty-led programs focused on specific areas of study. Courses often count towards associated majors, minors, or CoreFSU requirements

Spring Break



Where

- Locations across the globe, both at IP study center/branch campus locations (listed above) and in other locations (non study center programs)

When

- Course occurs on main campus during the spring semester, travel component occurs during FSU spring break

What

- Short-term, faculty-led programs which allow students to begin studying their location & subject matter prior to departure, then build upon their experiences upon return to Tallahassee

Broad Curriculum Program Faculty Members at a Study Center are Responsible for:

- Responding to all IP communication in a timely manner.
- Attending the mandatory faculty pre-departure orientation in Tallahassee.
- Arriving no later than the approved arrival date. Typically, the approved arrival date is one day before the start of the program.
- Attending on-site faculty orientation.
- Preparing and teaching courses abroad, utilizing the city as the classroom.
- Teaching one course in London or two courses in Florence or Valencia. For info about Panama contact IP-Faculty@fsu.edu.
- Ensuring that high academic standards are in place, including meeting contact hours.
- Communicating consistently prior to departure with the study center faculty services coordinator for course planning, excursions, guest speakers, and other general questions.
- Departing no sooner than the approved departure date.
- Taking responsibility for the safety of students during course excursions in the host city and communicating with study center staff in case of emergency.
- Being available to students by phone during academic excursions in the host country.
- Recognizing any issues with your students and contact the appropriate study center staff member promptly.
- Reporting to and work with study center staff members on issues pertaining to Student Conduct Code violations.
- Preserving the safety of the program participants (students, faculty members, program assistants, and guests) in the event of a major crisis and in everyday activities.
- Knowing the safety and emergency plan of the study center and assisting in its execution.
- Being available to support students and study center staff in case of emergency.

Curriculum-Focused Program Leaders at a Study Center are Responsible for:

- Collaborating with your IP program coordinator to finalize the program budget and IP webpage information.
- Promoting and marketing the program.
- Attending a faculty orientation before departure with IP staff.
- Collaborating with your IP program coordinator and study center-based coordinator to build and finalize the program calendar by the deadline.
- Attending and/or facilitating the student pre-departure orientation with your IP program coordinator.
- Arriving no later than the approved arrival date. Typically, the approved arrival date is one day before the start of the program.
- Attending the faculty and student on-site orientations at the study center.
- Ensuring that high academic standards are in place for their program, including meeting contact hour requirements.
- Leading all program operations with the assistance of study center staff.
- Attending all program-specific social/cultural events and academic excursions planned and budgeted for the program with your students.
- Taking responsibility for the safety of students during course excursions in the host city and communicating with study center staff in case of emergency.
- Being available to students by phone during academic excursions in the study center location.
- Preserving the safety of the program participants (students, faculty members, program assistants, and guests) in the event of a major crisis and in everyday activities.
- Recognizing any issues with your students and contacting the appropriate study center staff member promptly.
- Reporting to and working with study center staff members on issues pertaining to Student Conduct Code violations.
- Knowing the safety and emergency plan of the study center and assisting in its execution.
- Departing no sooner than the approved departure date.
- Assisting the study center staff in any way that is deemed necessary.

Curriculum-Focused Program Leaders at Non Study Center Locations are Responsible for:

- Collaborating with your IP program coordinator to finalize the budget and webpage information.
- Promoting and marketing the program.
- Collaborating with your program coordinator on the creation and editing of the program info packet for students.
- Attending a mandatory faculty orientation before departure with IP staff.
- Collaborating with your program coordinator and on-site coordinator (if applicable) to build and finalize the program calendar by the deadline.
- Attending and facilitating the student pre-departure orientation with your program coordinator.
- Attending a final meeting with your program coordinator before departure.
- Finalizing the program's Emergency Plan by the deadline and directing its execution.
- Arriving no later than the approved arrival date. Typically, the approved arrival date is one day before the start of the program.
- Conducting an on-site orientation with students upon arrival and with each change in program location.
- Ensuring that high academic standards are in place for their program, including meeting contact hour requirements.
- Adhering to IP Guest policies and standards.
- Leading all program operations.
- Being available 24/7 by phone.
- Attending all social/cultural events and academic excursions planned and budgeted for the program with students.
- Preserving the safety of the program participants (students, faculty members, program assistants/staff, and guests) in the event of a major crisis and in everyday activities.
- Providing pastoral care to students. This includes offering emotional and personal support, fostering a positive and inclusive environment, and being available to assist students with any personal or academic concerns that may arise during the program.
- Being approachable and proactive in ensuring students' well-being, recognizing that studying abroad can present unique challenges that require additional guidance and care.
- Serving as a liaison between the Tallahassee IP office and host country government officials and providers of services, if applicable.
- Enforcing the FSU Student Conduct Code and IP policies.
- Keeping detailed financial records and submitting all program expenses.
- Departing no sooner than the approved departure date.
- Attending a debrief meeting with your IP program coordinator after the program.