



## APPENDIX E Program Director Responsibilities

1. Once an international program has been approved, the Program Director must submit the following items to the Executive Director of the Tennessee Consortium for International Studies (TnCIS):
  - An itinerary that includes dates and times of travel, accommodations, transportation, tours, meals, meetings, performances, presentations
  - Emergency contact information while abroad
  - An annual program budget
2. The Program Director is to attend meetings called by TnCIS for the purpose of Director/Faculty/Student Orientations.
3. Recommend faculty.
4. Assist in writing or revising brochure copy, orientation materials, and student handbooks.
5. Provide program updates to the TnCIS office for the website.
6. Recruit student participants and encourage recruitment activities of faculty members.
7. Respond to student inquiries.
8. Be responsible for on-site planning including housing, food, excursions, and the academic program.
9. Be responsible for on-site administration, including paying of bills and keeping of all financial records.
10. Establish and maintain on-site contacts.
11. Maintain an ongoing Program Director's handbook.
12. Be responsible for discipline and for the safety and well-being of faculty and students.
13. Be prepared for crisis management.
14. Assure the academic integrity of the program.
15. Be familiar with the laws and customs of the program's host country.
16. Teach in the program as agreed with the Executive Director.
17. Provide to the students an on-site orientation.
18. Maintain a list of students' emergency contacts, students' passports, a copy of the students' medical history forms, and designations of medical surrogacy.
19. Within two weeks after the program, the Program Director should consult with the TnCIS Executive Director to review the program and submit all financial documentation. The review should contain a summary of all significant activities including particular successes, challenges and suggestions for improvement.
20. Submit a report to TnCIS at the conclusion of the program.