



APPENDIX N Program Faculty Responsibilities

1. Attend meetings called by TnCIS for the purpose of Faculty/Student Orientations. Two mandatory orientations are scheduled each year. Exact dates will be posted on the TnCIS website.
 - Fall semester - recruiting and planning
 - Spring semester – contract and onsite preparation along with student orientation
2. Communicate with the Program Director regarding plans for the onsite course. Examples of planning activities include:
 - Arranging a tentative location and schedule for class time while on location.
 - Planning and discussion of excursions for the program as well as for individual courses. Cost information should be provided to the Director for budgeting purposes.
 - Planning and discussion of possible on location speakers/lecturers and their cost information.
3. Recruit student participants.
4. Respond to student inquiries with accurate information regarding the application process as outlined on the TnCIS website.
5. Assist the Program Director as needed in disciplinary, safety and well-being issues for students while on location.
6. Be knowledgeable of the crisis management plan in case of an emergency.
7. Teach and assure the academic integrity of your course.
8. Be familiar with the laws and customs of the program's host country.
9. Within one week after the program, submit all grades for students in your course to TnCIS for reporting to all institutions.
10. Submit the faculty course report to TnCIS at the conclusion of the program.