

## GUIDELINES FOR GUESTS & PARTICIPANTS ON MSU SHORT-TERM FACULTY-DIRECTED (STFD) PROGRAMS

[www.International.MissouriState.edu/EducationAbroad](http://www.International.MissouriState.edu/EducationAbroad)

The chief concern of the Office of Education Abroad is the health and safety of students and faculty. Within that framework, the Office of Education Abroad STFD programs are academic programs and, like their counterparts on campus, are intended to support the learning outcomes of the MSU student participant. Thus, an Office of Education Abroad program director's dual primary roles are: 1. to safeguard the welfare of students and 2. to serve as a professor and program director during the time that students are abroad. However, the University recognizes that under certain conditions program directors may fulfill all required responsibilities while traveling with guests. Individuals defined below are permitted to participate in STFD programs but shall not disrupt or detract from the health and safety priorities or academic requirements of the program in any way.

### DEFINITION OF PROGRAM DIRECTOR GUEST

A program director guest may be a spouse or sponsored dependent (as defined in the University's [Benefits policy](#)). Program director guests must be within the age range for the Office of Education Abroad's medical insurance policy. Program director guests may not have any official responsibilities related to the program or program participants. Minor dependents will require an exception to the guideline per the exception paragraph listed below. A person who will assist in the facilitation of accommodations needed by a student is permitted on programs and may accompany that student to all activities.

### DEPENDENTS

Program director minor dependents may not participate in academic or cultural program activities per the MSU Employee Handbook [2.21 Children in the Workplace](#) It is the policy of the university that minor children in an employee's care not be present at the employee's workplace.

### A PROGRAM PARTICIPANT MUST MEET AT LEAST ONE OF THE BELOW CRITERIA:

- Enrollment as a degree seeking student or a full- or part-time student the semester prior to the short-term program
- Enrollment as a community band or chorale member
- Enrollment as an Education Abroad faculty mentee
- Enrollment as an MSU faculty or staff ambassador, approved by the program director's dean and the program director's department head
- Approval as a participant per a successful petition via the STFD Program Director Guest Guideline and Participant Exception Form

### EXCEPTIONS

Program directors may submit a petition for a guest or participant exception on the Guest and Participant Exception Form. The completed Guest and Participant Exception Form should be submitted to the director of the Office of Education Abroad. Exceptions to this guideline must be approved by the Education Abroad Advisory Committee in collaboration with the Associate Vice President for International Education and Training.

**Students, community band, and/or chorale members must comprise at least 80 percent of program participants. The deadline to submit Guest and Participant Exception Form is four weeks prior to the program application deadline.**

## **COSTS**

Program directors are responsible for all costs incurred by program director guests and any minor caregivers. The program fee will be billed directly to the program director. Faculty and staff ambassadors are responsible for the program fee and tuition and will be billed directly to their account. The International Programs Academic Experience Fee (for international programs) or Education Abroad Processing Fee (for domestic programs) is required for all program director guests. Under no circumstances will participant fees be used to underwrite program director guest or faculty ambassador costs. The International Programs Academic Experience fee includes the cost of international medical insurance.

## **TRANSPORTATION**

Program director guests and faculty and staff ambassadors may be included in the transportation arrangements but will be responsible for the greater of their pro rata share of group travel arrangements, or the incremental cost incurred due to their participation so program participants will not incur additional expense. For example, if the guest/faculty/staff ambassador's participation would cause the program to require a 25-seat coach rather than a less expensive 18-seat coach, the guest/faculty/staff ambassador would be responsible for the entire additional cost of the larger coach. If an 18-seat coach could still be used, the guest/faculty/staff ambassador would be responsible for their pro rata share of the smaller coach.

## **PARTICIPATION**

Adult program director guests may participate in social and cultural program activities, subject to availability and Office of Education Abroad approval. Guests are not permitted to participate in any academic activities per [Op3.04-39](#), Individuals intending to participate in a class are not permitted to attend unless they are officially registered in those classes. Students, community band, and/or chorale members must comprise at least 80 percent of program participants.

## **FACULTY AND STAFF AMBASSADORS**

Unless an exception is granted, faculty ambassadors must be tenure-track faculty members, tenured faculty members, or instructors. Staff must be full time employees. Additionally, faculty and staff ambassadors must be approved to participate by the program director's dean and the program director's department head as well as the ambassador's department head and dean (if faculty) or immediate supervisor and cost center head (if staff). Faculty and staff ambassadors must pay the program fee and enroll in one of the program courses (at a minimum level of audit), per [Op3.04-39](#), Individuals intending to participate in a class are not permitted to attend unless they are officially registered in those classes. Faculty and staff ambassadors must recognize that the program is a student oriented experience. Faculty and staff ambassadors are required to abide by the Education Abroad Behavioral Contract. Faculty and staff ambassadors are expected to promote international education experiences with the Missouri State community post-travel.

## **INSURANCE**

Program director guests are covered under the university's international medical and emergency evacuation plan.

## **APPROVAL AND REGISTRATION**

All program director guests and program participants are required to register through the Office of Education Abroad application system and are expected to complete all pre-departure requirements and respond in a timely manner to communication from the Office of Education Abroad.

## **INCIDENTS AND REPORTING**

If a program director guest violates any policies or expectations, they will be asked to leave the program at the program director's expense. Faculty and staff ambassadors who violate any policies or expectations will be asked to leave at their own expense. Program participants who violate any policies or expectations will be asked to leave at their own expense.

## HOUSING

Program director guests are permitted to stay in program housing with the program director provided that all additional housing costs are borne by the program director, not by program participants. The following program participants must lodge separately from students and bear the cost of their accommodations.

- Enrollment as a community band or chorale member
- Enrollment as an Education Abroad faculty mentee
- Enrollment as an MSU faculty or staff ambassador
- Approval as a participant per a successful petition via the Participant Exception Form