



Faculty Handbook

The following are guidelines for the new or participating faculty, outlining the expectations of their roles and responsibilities in the development, planning and execution of the CCID (Community Colleges for International Development, Inc.) Troika study abroad programs.

Items proposed for each category of faculty participation are a result of a collective discussion at the 2nd Annual Troika Workshop in St. Louis in October 2006. This document is to be considered as a guiding document to any faculty taking part in the CCID Troika program, participating in any role as described below. It is a work in progress, therefore any additional suggestions and comments are always welcome.

A. Roles and responsibilities of the Lead Instructor:

Per Memorandum of Understanding (further as MOU) signed by the college Presidents for each program, *“the lead faculty member accepts responsibility to serve as the instructor of record for all students participating in the program. In other words, the lead faculty member will teach and assign grades to all students in the group.”* Lead Instructor assigns grades to all students participating in the program, unless other arrangement has been made among the participating colleges and their faculty.

** If programs occur in late spring (May/June/July), Month 1 is August; in winter programs (Dec/Jan), Month 1 is March.

Following are Lead Instructor's Roles and Responsibilities:

- 1) Chair new program cycle conference calls (beginning in Month 1)
- 2) Request and review report from in-country partner, either before returning to the U.S. at the end of the program, or during the post-program evaluation meeting (Month 1)
- 3) Student recruitment for the program (Months 2-6)
- 4) **Coordinate work within the program group**; support participating faculty collaboration on curriculum, program itinerary and other aspects of the program content
- 5) As required by MOU, along with faculty from other colleges participating in a specific program, secure agreed-upon minimum amount of scholarships for each student before the program application deadline (Months 2-6)

- 6) **Chair pre-program instruction** – develop web-based online instruction site at their college, allowing other faculty and students sign in for the pre-departure instruction. Solicit instruction and travel advice materials from other faculty in the program if applicable (Months 8 –10/ departure)
- 7) **Chair pre-departure orientation** (Month 8 – departure)
- 8) Chair host family pre-program communication, if applicable (Months 9 – departure)
- 9) **Chair international travel coordination**, and if not meeting in a hub airport in the U.S. prior to the overseas flight, work with faculty from other colleges in coordinating travel to the destination country (Program Travel dates)
- 10) **On-program group dynamic** (In country) – maintain constructive and positive atmosphere in the program group. Work with the shadow and other traveling faculty on fostering relationships among students, local hosts as well as with host families if applicable.
- 11) **On-program PR** – the group is representing the United States abroad and lead instructor assures student and faculty conduct themselves accordingly.
- 12) **On-program arrival orientation** – lead instructor assures that the arrival orientation is conducted in cooperation and/or coordination with the in-country partner if that partner provides such orientation as well. The arrival orientation must occur within 12-24 hours after landing in the host country and should also comprise the following: A) time management and major program timelines, B) academic expectations, C) acceptable/ unacceptable behaviors and basic rules of group dynamics, C) local culture and customs, culture shock and how to recognize it, D) other topics as necessary.
- 13) Fully prepares for, and is responsible for **on-program health and crisis management**: collects student passport numbers and copies, keeps student emergency contacts on hand, has emergency contacts for in-country partner as well as U.S. foreign representative offices in the destination country, has all medical and emergency evacuation contacts for initiating medical and evacuation process (all of the above contact information is provided by the CCID office prior to departure).
- 14) **On-program liaison with in-country partner** – ensures that the in-country partner is properly informed on any group dynamic issues; issues arising from host family visit (where applicable); provides immediate feedback to the faculty and students on program changes/ adjustments;
- 15) **On-program student conduct** – ensures students follow the protocol on proper conduct; provides immediate feedback to student(s) if their behavior is in violation of the college’s guidelines, and those of the CCID Code of Conduct. In agreement with other program faculty and/or in-country partner, immediately resolves any inappropriate student and faculty behavior issues and conflicts.
- 16) **Post-program report** (Month 11) – delivered to CCID. Report is an oral or written summation of program’s execution, highlighting all relevant positive and

- negative issues and which are deemed necessary to review for program's improvement in the next year of the cycle.
- 17) Chair **post-program conference call** on program evaluation – upon contacting CCID after the trip leads post-program call which requires presence of other faculty from all participating colleges.
 - 18) Propose changes to the day-to-day itinerary to in-country partner (post-program) (Month 12).
 - 19) Delegate responsibilities to the Shadow Instructor based on their experience and familiarity with the program and country.

Having been on the program for at least 2 years, and upon contact from the CCID office, Lead Instructor provides advice to the newly appointed faculty who will be participating in the program from Month 1. Advice may be requested particularly for the process of student recruitment, scholarship support, and/or other pre-program stages. In case the new faculty is traveling with the group, further assistance and advice is requested as needed.

B. Roles and responsibilities of the Shadow/ Assistant

Instructor:

Per Troika MOU signed by the college presidents, “each “Troika” faculty member participates once to “shadow” the designated lead faculty and a second time the following years as the “lead” faculty member.” As a result, faculty in the Shadow position is to prepare for leading the program the following year and as such, her/ his role comprises the following responsibilities:

- 1) Actively participates in the new program cycle conference calls (Months 1-10)
- 2) Recruits students for the program at his/ her own college (Months 2-6)
- 3) As required by MOU, secures agreed-upon minimum amount of scholarships for each student before the program application deadline (Months 2-6)
- 4) Pre-program PR – **coordinates collection of gifts** to professional hosts in the country where appropriate and applicable. Delivers gifts. (Month 8- departure)
- 5) Reminds students and faculty during on-program and post-program phases about host family experience, if applicable (gifts, thank you's)
- 6) Maintains **non-emergency communication** with CCID (e.g. notification about group arrival to in-country)
- 7) While on-program, distributes blank, and collect completed student & faculty **evaluations**. Encourage students and faculty to complete evaluations with relevant suggestions for program improvement. Deliver completed evaluations to CCID office for summarization and follow-up (Months 10-11)
- 8) On-program student conduct – in cooperation with and per request from the Lead Instructor, **assist in maintaining constructive group dynamic**. Assist in

- resolving any student behavioral and conduct issues during the program, if in violation of the college's as well as CCID's Code of Conduct.
- 9) Coordinates and arranges on-program student communication with families and friends in the US.
 - 10) Post-program communication with host families – if applicable (Months 11-12)

Having been on the program for at least 1 year, and upon contact from the CCID office, Shadow Instructor provides advice to the newly appointed faculty who will be participating in the program from Month 1. Advice may be requested particularly for the process of student recruitment, scholarship support, and/or other pre-program stages. In case the new faculty is traveling with the group, further assistance and advice will be requested as needed.

C. Roles and responsibilities of the Recruiter:

The "Recruiter" is any faculty of the college participating in the Troika study abroad program in a given year of the program cycle, regardless of their designation as given in items A. or B. of this Handbook.

- 1) Conducts pre-program presentations to students – request marketing materials from the CCID office to support such presentations if materials are available at that time. (Months 2-6)
- 2) Engages in the resource (financial) development to support student travel with additional funds aside from the scholarships (Months 2-6).
- 3) Monitors progress of student recruitment in order to achieve the minimum required student group size of 4. Provides updates to CCID office and to the rest of the program faculty especially if the recruitment is problematic.
- 4) Informs CCID office immediately if for any reasons (health, travel) he/she is unable to fully engage in student recruitment in the entire period of Months 2-6. Shall immediately seek an alternative solution, such as asking a colleague at the college to assist with the recruitment process as to not jeopardize the program group size as required by the MOU.

D. Roles and responsibilities of the Observer:

Observer is a faculty from the Troika participating college, but is not defined as, or is involved in any of the roles as listed for, the Lead or Shadow Instructor in this Handbook. However, while on program, assumes some of the similar roles and responsibilities as Lead or Shadow instructors, in a smaller extent for the group of students from his or her participating college.

During the pre-program and on-program period, Observer faculty supports functions of the Lead and Shadow Instructors, especially as outlined in items A9, A10, A14, B1, B2, B3, B6, B7 of this Handbook.

While on program, Observer prepares for the role of a Shadow Instructor in the next year of the program cycle (if applicable), if his/ her college is expected in such role per MOU agreement.

E. Roles and responsibilities of the Task Force:

For the purpose of the Troika study abroad, Task Force is defined as a group of college faculty, Presidents, CCID Executive Office President, CCID Program Manager, IED's and in country partner representatives. Task Force is to be gathered or called upon to assist the program in the following cases:

- 1) Pre-program conference phone calls with the Troika Presidents – updates on the latest program, any changes for the next cycle, other points to discuss as relevant (Month 1-2).
- 2) Pre-program marketing (Month 3-4).
- 3) On-program behavior issues.
- 4) On-program group dynamic issues.
- 5) Emergency management in case of serious/ major emergencies (natural and human disasters while in country; participant death or life-threatening injury while on program, etc.).
- 6) Post-program evaluation with faculty and international partners (Month 11-12).