

Program Leader Agreement - Transborder Program

If my program is approved, as the designated Program Leader of an SDSU faculty-led program, I hereby acknowledge and agree to the following conditions and responsibilities.

Conditions for Program to be Approved:

- Review and agree to this Program Leader Agreement and sign it electronically
- Review and agree to the SDSU faculty-led travel companion policy (next signature document)
- Complete, on a timely basis, all post approval requirements requested by International Affairs. Please note that some requirements may be posted to your existing program proposal within Aztecs Abroad as a "Post-decision" document or questionnaire. You will need to sign back into your account to complete the steps/forms/signature documents.
- The proposed course number must be approved and available in the course catalog and the Program Leader must be approved by the department and college to teach the course during the proposed semester. I have already received approval from my department chair to offer this course and the department has agreed to pay for instructional costs for the faculty of record for the course.

Expectations for Program Leaders (Prior to Program Start Date):

- Maintain communication with the International Affairs Program Development Team.
- Watch the recording of the mandatory **SDSU Transborder Program Leader Training Session**. This training will become available once your application has been accepted. Once accepted, your existing application will then have post-decision requirements you must complete, including the recorded training session. Make sure to complete all post-decision requirements that are listed within your application.
- Review the [Transborder Program Leader Handbook](#) and keep this resource document handy while abroad
- Ensure that the course is not listed on the class schedule until the application has been approved.
- Ensure that the course listing includes the travel related schedule note provided by International Affairs.
- Organize and lead a pre-departure orientation for students, which addresses the following topics: health, safety and security while abroad, logistical information, border crossing procedure and applicable regulations, local customs and behavioral expectations, what to bring/not to bring on the program, and if applicable, accommodations.

During the Program (Abroad)

- Serve as the SDSU representative and primary point of contact for students.
- Follow and implement SDSU's international health and safety policies for Transborder programs.
- Deliver course instruction per SDSU academic standards.
- Attend all program activities on itinerary.

After the Program Ends

- Report any problems or incidents that occur along with their outcomes and resolutions.
- Submit a brief written report about the program to the department chair and to the International Affairs Program Development team. This report will assess the level of student support provided by the host institution/program provider personnel, if applicable, and suggestions for improvement.

By signing below, I confirm that I am able to complete the responsibilities indicated above. If, for any reason, I am unable to fulfill these responsibilities I will notify International Affairs immediately. I understand that removing myself from the faculty leader role after I have committed to the program will negatively impact students and will be considered in future program review decisions.

I understand that I will not, under any circumstance, receive compensation from the host institution/organization that provides logistical support for the program.

I understand that any modifications to the program, both large and small, must be made in consultation with the International Affairs Program Development team.