

# Study Abroad Faculty Program Director On Site Field Guide

(Complete and take with you abroad)

I have recently read UMKC's Faculty Handbook for Study Abroad: A guide to developing, leading and continuing faculty-led academic programs abroad. I understand and accept my responsibilities as Faculty Program Director. Please submit this page, signed, to IAP before departure.

Program Name: \_\_\_\_\_ Date: \_\_\_\_\_

Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_

The Field Guide is a resource for Faculty Program Directors prior to, during, and following your leadership of an international program. It is designed to allow you add information specific to your program and participants. The Guide should be reviewed and necessary emergency and health sections completed prior to program departure. It is available online and many of the resources are hyperlinked, but we strongly encourage you to carry a printed copy with you for those times when the internet is not accessible.

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### A. Emergency Response Contacts

- UMKC Police +1 816-235-1515
- Secondary Contacts
- Insurance Quick Reference

### B. Prior to Program Departure Preparation

- Faculty Director Forms to Complete and Submit
- UMKC Mandatory Pre-Departure Orientation (IAP)
- Program/Location Specific Pre-Departure Orientation (Faculty Leader)
- Second in Charge
- Fiscal Plans and responsibilities

### C. During Program

- On-Site Program Orientation and Management Tasks
- Emergency Response
  1. Emergency Action Plan
  2. Emergency Scenarios and Action Plan
  3. Emergency Action Report Form
- Participant Conduct Incident Response
  1. Participant Conduct Incident Reporting
  2. Participant Conduct Incident Report Form
  3. Participant Conduct Incident Written Warning Form
  4. Participant Incident Dismissal Notice Form

### D. Following the Program

- Post-Program Debriefing Session
- IAP Survey and Evaluation
- Faculty Program Director Final Report Form (due 60 days after program end; required for program renewal)