Program Leader / Instructor Responsibilities at the Center
Below describes the expectations and responsibilities of the faculty, instructor, or staff member who will serve as a program leader for programs at the CSU Todos Santos Center.

Academic Content
- Develop syllabus and course content that directly relates and adds value to learning outcomes by including international experience components that are relevant and experiential in nature.
- Ensure that course is marketable by building it to meet the credit needs of targeted student population (e.g. fulfilling a major or minor requirement)
- Submit syllabus for approval to department, college, and UCC for approval (letter and budget provided by OIP to support program)
- Set-up course with Canvas

Promotions, Outreach
Connect with the Todos Santos or Education Abroad coordinator to discuss new course and promotional possibilities (International Programs can create email templates, Plasma TV Displays, posters, place announcement on departmental home pages, etc). Make introductions for this coordinator to academic advisors, other faculty, and to students. Attend an information session to promote the program, where students also learn about scholarship and financial aid information. Engage students in your courses by displaying a slide or hosting short presentations about the program.

Pre-Departure
- Complete required pre-departure registrations and travel information.
- Collaborate with your identified Todos Santos program coordinator to work on daily itineraries.
- Attend instructor curriculum meetings and student health and safety pre-departure orientation.
- Meet with the Todos Santos Director to review budget and discuss any final logistics.

In Country Support
- Arrive in country prior to or with the to travel with the group to the Todos Santos Center
- Serve as contact for students to ask questions and help solve problems, including during evenings/night and weekends.
- Remain in country with the students, present, and contactable
- Assist with emergencies including medical, emotional, or natural disaster
- Know and carry your emergency response information and plan
- Document any incidents and inform OIP as needed
- Manage group dynamics and conflicts as needed
- Make payments on site as pre-determined with pre-trip authorization
- Contact the 24/7 on call Center staff person for assistance with emergency protocols

Upon Return
- Detail expenses in excel and provide to EA staff along with receipts from group travel expenses within two weeks of returning from travel
- Conduct post-travel group meetings as needed to complete the course.
- Meet with EA staff to debrief program and make notes for changes for following year
- Prepare and resubmit UCC paperwork for following year as needed