

EDUCATION ABROAD

Departmental Representative

Definition: An Ohio State faculty/staff member participating on an education abroad program to observe and learn about the program.

Ohio State faculty led education abroad programs are intended for degree-seeking Ohio State students and are led by approved Ohio State faculty/staff resident directors. (See Academic or Professional Leader policy regarding non-Ohio State resident directors and Spouse and Minor Legal Dependents Policy regarding resident director accompanying family members).

In limited circumstances, an additional Ohio State faculty/staff member may accompany the group as a departmental representative. These circumstances include providing the opportunity to learn about the program first-hand in order to lead it in the future, or to provide an opportunity so that the representative is able to more knowledgeably advise potential students about the program.

There are typically two approved resident directors per group. The cost of the resident directors' airfare, room/board, international supplemental insurance and transportation is almost always entirely covered by the student program fee. For this reason, the cost of sending additional departmental representatives/observers should not be factored into the program fee paid by the students. Moreover, these representatives should not be used to help make enrollment targets or take the place of students.

Departmental representatives should be prepared to assist the resident directors in emergency circumstances and are advised to attend a resident director orientation prior to accompanying a program to become familiar with health and safety issues and emergency response protocol.

Departmental Representative Rationale

Please include the rationale for this representative's participation and how this person's expenses will be covered (self-paid or paid for by the department). Departmental representatives cannot customize the program itinerary, are required to participate in all program activities and enroll in the university's international supplemental insurance.

Resident directors should upload this completed form to their RD Program Management Application Page on educationabroad.osu.edu.

Departmental Representative

Name: _____

Department: _____ Email: _____

Rationale

Name of Department Chair or Unit Head approving the representative: _____

Signature: _____ Date: _____

Name of Senior Fiscal Officer approving representative: _____

Signature: _____ Date: _____

Name of Education Abroad Liaison: _____

Signature: _____ Date: _____

