This document outlines CGIS’s expectations of the Directors and Instructors (hereafter referred to as “Program Leaders”) on CGIS programs. By signing, the Program Leader agrees to comply with these requirements.

1. The Program Leader is expected to demonstrate a commitment to the basic underlying principles of CGIS programs: experientially-based intercultural learning that gives the students significant opportunities for interaction with local populations and cultures.

2. Program Leaders should reinforce the message that academic responsibilities take priority over personal interests, that student participants are effectively “cultural ambassadors,” and that the misconduct of any given individual(s) will be seen as representative of the United States, the University of Michigan, and – more immediately – of the group as a whole.

3. The Program Leader must attend any training sessions required by CGIS.

4. The Program Leader is required to comply with decisions and/or requests made by CGIS with regard to the implementation of the program.

5. The Program Leader must comply with government regulations of both the U.S. and the host country regarding travel, study, and research in the host country. The Program Leader must obey the laws of the host country while onsite, and must take reasonable precautions to ensure that the student participants are aware of and obey these laws as well.

6. The Program Leader is responsible for communicating essential academic information to the student participants in writing and before departure, including the program itinerary, assignments, grading policies for any class(es) the program leader is teaching.

7. The program leader is responsible for informing CGIS as soon as possible of ways in which s/he can be contacted on site, such as personal phone numbers (local and/or US cell phone), phone numbers of local partners or other contacts, social media or messaging handles if appropriate, etc.

8. While on site the Program Leader should maintain regular contact with the students throughout the program, through class contact hours and office hours.

9. Disciplinary or behavioral problems with students should be dealt with immediately, and CGIS should be notified as soon as possible. In serious cases, intervention by CGIS or other UM offices may be required, and the student may be dismissed from the program.

10. Students should be educated about legally and culturally appropriate behavioral norms, as well as the consequences of inappropriate behavior. Violation of local laws and/or CGIS policy may result in immediate dismissal from the program.

11. Responsible use of alcohol is required on the part of the Program Leader as well as program participants. CGIS funds may never be used to purchase alcohol. While meals and program activities may include socially acceptable amounts of alcohol, Program Leaders are
discouraged from engaging in recreational consumption of alcohol with students. The use of drugs that are illegal in Michigan, even if legal in the foreign destination, is strictly prohibited.

12. Program Leaders and students are advised not to operate motor vehicles while on the program. For liability reasons, Program Leaders may never drive student participants while abroad. When traveling on program-related activities, participants should be transported via public transportation or in vehicles rented for that purpose and driven by professional, hired drivers.

13. Program Leaders must comply with UM policies and procedures related to financial accounting and stewardship of University resources. This includes submitting an expense report by the dates specified by CGIS and University policy, including original receipts as required.

14. While Program Leaders are permitted to have family members or other non-enrolled companions accompany them onsite, non-enrolled companions may not participate in any program-sponsored activities or travel. Program Leaders must notify CGIS of any family members or other non-enrolled companions who accompany them; if any minors accompany the Program Leader, there must be another adult with no connection to the program responsible for caring for the minor(s) on a full time basis. Dependents are covered by HTH insurance under the Faculty and Staff blanket coverage policy.

15. CGIS will budget for accommodations for the Program Leader only. Should the Program Leader require more spacious lodging to accommodate travelling companions as well, s/he will be financially responsible for the difference in cost. CGIS will budget for housing beginning one day prior to the students’ arrival until one day after the students’ departure for programs lasting ten weeks or less, and one week prior to students’ arrival until one day after their departure for longer programs. Faculty will be responsible for the cost of housing beyond the dates noted above. Faculty must make such requests for housing early in the appointment process so arrangements can be made with the local provider.

16. When a Faculty Leader sits on the thesis committee of a graduate student serving as a Program Assistant, the Program Director must disclose this fact to CGIS.

By signing below, I acknowledge and agree to comply with the expectations elaborated in this document.

__________________________________________________  _________________________
Signature of Program Leader                Date

__________________________________________________
Printed Name of Program Leader