Faculty/Staff Pre-Departure Preparation

All ASU Faculty-Directed, Global Intensive Experience, and Domestic Global Learning program leaders are required to complete the following prior to leading any Study Abroad Office (SAO) program.

- The SAO’s Required Orientation for New Faculty Directors (only required once).
- The SAO’s Emergency Preparedness and Response Seminar (every other year).
- One (1) additional SAO workshop or training opportunity (required every year).
- ASU’s online Intersections: Preventing Harassment and Sexual Violence and ASU - Your Duty to Report and training programs (required for all ASU employees).

Please find below a description of the required Orientation for New Faculty Directors and Emergency Preparedness and Response Seminar, as well as the additional Study Abroad Office workshops and other training opportunities for the 2020-2021 academic year. An updated list of all workshops, including dates, times and locations, is available here.

Emergency Preparedness and Response Seminar

ASU requires that all program leaders participate in an Emergency Preparedness and Response Seminar every two years. For example, program leaders who completed the required Emergency Preparedness and Response Seminar during the 2019-2020 academic year will not be required to attend again until the 2021-2022 academic year; all others will be required to attend.*

The ASU Study Abroad Office (SAO) offers two versions of the Emergency Preparedness and Response Seminar: one for those who haven't attended in the past (EPR 101); another for those who have attended in the past but are required to attend again (EPR 201). Seminar presentations are facilitated by the Associate Director of International Health, Safety and Security and cover preparation prior to departure, resources available, and actions to take when responding to emergencies.

The 2-hour EPR 101 seminar will include a number of case studies, as well as a panel discussion on liability and other legal issues (ranging from alcohol to Title IX to disciplinary violations). We want leaders to be prepared not only to avoid missteps, but also to embrace the relatively simple steps we can each take to limit our liability and respond effectively to issues that may arise while abroad.

The 2-hour EPR 201 seminar will take advantage of the knowledge of the experienced program leaders in attendance, including more complex case studies and in-depth discussions of various issues that study abroad program leaders manage while traveling abroad with ASU students.

*Leaders will not receive a travel advance until they attend a seminar and will be notified if they need to attend a seminar in 2020-2021.
Faculty/Staff Professional Development Mini-Conferences

The SAO is pleased to offer a mini-conference in the Spring semester. Program leaders may register for one or two sessions. Sessions are available for study abroad program leaders with varying levels of experience, so please review the below summary and session descriptions to find a session that will add value to your work as a study abroad program leader.

Summary of 2020-2021 Mini-Conference Sessions

- Required Orientation for New Faculty Directors (Spring 2021)
- Promoting Inclusion and Effective Group Dynamics (Spring 2021)
- Tips for Effective Pre-Departure Orientations (Spring 2021)
- Designing Strong Programs: Tips and Tricks for Program Development (Spring 2021)
- Supporting Diverse Student Identities Abroad (Spring 2021)
- Lessons from Abroad: Returned Program Leader Panel (Spring 2021)

View the spring semester mini-conference details and register here.

Facilitating Successful Programs (FSP) Workshops

This group of workshops is designed to help faculty develop and facilitate successful programs. From program design and marketing to creating a good environment on the ground and honing intercultural competencies abroad, these workshops will provide faculty with tips and tricks to create and lead even stronger programs. Workshops will include hands-on activities, opportunities to interact with veteran faculty, and thoughtful approaches to developing intercultural curiosity and respect in program participants. Most workshops will be held in person and via Zoom.

Summary of FSP Workshops

- Best Practices for Effectively Marketing Your Program
- Designing Strong Programs: Tips and Tricks for Program Development
- Promoting Inclusion and Effective Group Dynamics
- Cultivating Global Awareness and Sensitivity

View the FSP Workshop details and register here.

Mini-Conference and FSP Workshop Descriptions

Required Orientation for New Faculty Directors
This required orientation for new faculty directors (FDs) and support faculty/staff provides a broad overview of key aspects of the program planning cycle for the year to set FDs up for success. Topics include the many responsibilities of study abroad program leaders, details about the services provided by the Study Abroad Office (SAO), how the student application process works, an introduction to health and safety oversight, and a walkthrough of the timeline for planning a program.
Promoting Inclusion and Effective Group Dynamics
One of your roles as a study abroad program leader is to establish and nurture a group dynamic that creates a community of intercultural learners. In this session, we will explore the different stages of group development through the lens of the study abroad program life cycle while also discussing strategies for managing group dynamics and infusing inclusion into those practices. You will leave with some practical ideas for fostering successful and inclusive groups on program.

Tips for Effective Pre-Departure Orientations
As a program leader, you are required to facilitate at least one pre-departure orientation (PDO) for your student group. Delivering an effective PDO is the first step in helping set realistic student expectations, building community, and starting your group off on a path for success while abroad. In this session, learn about the topics you are required to cover, ideas for establishing a sense of community, and setting student expectations.

Best Practices for Effectively Marketing Your Program
Join us as we hear from veteran faculty members who have a flair for marketing. They'll share tips, tricks, and best practices that have helped them fill their programs over many years. Work together with other participants to articulate your study abroad “elevator speech,” and brainstorm new ways to spread the word about your program.

Supporting Diverse Student Identities Abroad
Knowing how to be supportive about your students' identities like race, gender, sexual orientation, and/or ability seems daunting. However, through a framework of appreciative advising and empathy-based practice we can become more comfortable with helping students navigate their identities within another culture. This is a highly interactive and discussion-based session where we will first examine our own positionality within systems of privilege and marginalization, then examine student experiences.

Lessons from Abroad: Returned Program Leader Panel
Join a panel of veteran faculty directors who will spend an hour answering all of your burning study abroad questions! From program preparation and logistics concerns to creating an effective pre-departure orientation and developing a strong and supportive group on the ground, the panelists will share their wisdom—and their lessons learned—in order to prepare you to take your own students abroad in the coming months!

Cultivating Global Awareness and Sensitivity
Perhaps your most significant, yet often most underplayed, role of being a program leader is developing intercultural competencies and global awareness in your students. Take a break from logistics planning and join us as we talk about ways to become strong cultural mentors. We’ll offer practical ways for you to encourage intercultural sensitivity and development in your students and give you tangible tips for managing cultural stress and adjustment among your students.

Crisis and Operational Response Education (CORE) Workshops
Crisis and Operational Response Education (CORE) workshops focus on key areas that are central to effective management of various issues that arise during programs. The primary goals of CORE workshops are to equip program leaders with information and resources that
add value to their work, encourage collaboration among program leaders, and promote a sound health and safety culture within all SAO programs. The CORE curriculum is meant to be an interactive, engaging, and organized way of administering health and safety protocol and fostering a culture of best practice. Most CORE workshops are 1 – 1½ hours long.

Summary of 2020-2021 CORE workshops

- Expect the Unexpected: Preparing for Common Mishaps Abroad
- Study Abroad and Mental Health Awareness
- Sexual Violence Abroad
- CPR Certification (with Basic First Aid)

View the fall and spring semester CORE workshop details and register [here](#).

Workshop Descriptions

*Expect the Unexpected: Preparing for Common Mishaps Abroad*

This workshop will deliver ASU’s basic expectations regarding incident response and incident management. This will be an interactive workshop, with discussions, case studies, and tabletop exercises to give each participant a framework from which to effectively respond to common mishaps that arise during a program.

*Study Abroad and Mental Health Awareness*

This workshop, facilitated through a partnership with ASU Counseling Services, aims to give SAO program leaders basic information to help them identify and work with students who might experience a mental health crisis while studying abroad. Key resources and strategies will be shared to help faculty directors and support faculty/staff feel better prepared to respond if a situation develops during the program.

*Sexual Violence Abroad*

This workshop, facilitated in partnership with ASU’s Sexual Violence Awareness, Prevention and Response program, will provide program leaders with skills to manage an incident involving sexual violence during the program. Participants will learn about initial steps to take if an incident is reported and will be equipped with the knowledge of ASU resources that will come to bear in such a case. Strategies will be shared to help faculty directors and support faculty/staff feel better prepared to respond if a situation develops during the program.

*CPR Certification (with Basic First Aid)*

This 4½-hour course will prepare you to recognize and care for a variety of first aid, breathing, and cardiac emergencies involving adults/students. In this session, you will have the opportunity to practice and demonstrate skill competency required for certification. Upon successful completion of this course you will receive a certificate from the American Red Cross for Adult First Aid/CPR/AED (valid for two years). If you are interested, please [view the schedule of available classes](#), and then [notify the SAO](#) which class, date and time you are attending so that we can communicate with the instructors and arrange payment in advance.