



Faculty/Staff Pre-Departure Preparation

ASU Faculty-Directed study abroad program leaders (including support faculty/staff) are required to complete two online training modules prior to leading any study abroad program: [Title IX and Your Duty to Report](#) and Intersections: [Intersections: Preventing Harassment and Sexual Violence](#). All study abroad program leaders are also required to attend an in-person *Emergency Preparedness and Response Seminar* before leading an ASU study abroad program, but are only required to attend **once every two years**. In addition, faculty directors will be expected to complete **two (2) additional workshops during the same period**. Support faculty/staff are not required to attend these additional workshops, but all are certainly invited and encouraged to participate.

Please find below a description of the required *Emergency Preparedness and Response Seminar* and the optional mini-conferences and other workshops for the 2018-2019 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 study abroad program leaders and support faculty/staff 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 2017-2018 academic year will *not* be required to attend again until the 2019-2020 academic year; all others will be required to attend.*

The ASU Study Abroad Office (SAO) currently has 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 while abroad 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 1½-hour EPR 201 seminar will take advantage of the experience 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 2018-2019.

Faculty/Staff Professional Development Mini-Conferences

Because we know it can be difficult to come to a monthly workshop, the SAO will be offering a mini-conference in both the fall and spring semesters. Program leaders may register for one or two sessions per conference, as well as the lunch (Fall) and coffee break (Spring) provided by the SAO. In addition, we hope to make many of our workshops available in webinar format. 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 2018-2019 Mini-Conference Sessions

- Required Orientation for New Faculty-Directors
- Effectively Marketing Your Program & Student Financial Aid for Study Abroad
- Promoting Inclusion and Effective Group Dynamics
- Lessons from Abroad: Q&A with Veteran Faculty Directors
- Tips for Effective Pre-Departure Orientations
- Promoting Global Awareness & Sensitivity: Increasing Faculty Engagement in Student Intercultural Development

View the fall and spring semester mini-conference details and register [here](#).

Session 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. The session will conclude with a panel of veteran FDs providing their perspectives and tips to help get new FDs off to a great start.

Effectively Marketing Your Program & Student Financial Aid for Study Abroad

Faculty members play one of the most important roles in the promotion of their programs. This session is designed to provide all study abroad program leaders with tips and practical strategies for recruiting students for their programs. In addition, basic information about how students can use financial aid to help offset the cost of studying abroad is covered since this can be a critical component to effective recruitment.

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 talk about establishing group norms, explore the topics of diversity and inclusion, and discuss how to create a space for courageous conversations that lead to student growth and development.

Lessons from Abroad: Q&A with Veteran Faculty Directors

Join our panel of veteran faculty directors in this interactive session where you have the opportunity to seek advice and engage in discussion on various complex topics associated with leading a program. Everything from best practices in managing student behavior issues, setting expectations around alcohol usage, and engaging students in cross-cultural interactions is up for discussion! This session is for study abroad program leaders at all levels of experience.

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.

Promoting Global Awareness & Sensitivity: Increasing Faculty Engagement in Student Intercultural Development

This session, led by the Study Abroad Office director, Dr. Adam Henry, will focus on the important role that study abroad program leaders play in promoting opportunities for intercultural learning during study abroad programs. Attendees will come away with strategies for embedding thoughtful intercultural learning opportunities within their programs, as well as within their program orientations.

Crisis and Operational Response Education (CORE) Workshops

Crisis and Operational Response Education (CORE) is an initiative from the Study Abroad Office to identify key areas that are central to a sound health and safety culture within the ASU study abroad community. The primary goals of CORE are to equip study abroad program leaders, encourage collaboration, and improve programming so that study abroad initiatives at ASU can continue to grow.

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 practices within our study abroad community. Most CORE workshops are 1 – 1½ hours long.

Summary of 2018-2019 CORE workshops

- Managing Incidents Abroad
- Study Abroad and Mental Health Awareness
- CPR Certification (with Basic First Aid)

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

Workshop Descriptions

Managing Incidents Abroad

This workshop will deliver ASU's basic expectations regarding incident response and incident management. Best practices gleaned from [NAFSA: Association of International Educators](#) and the [Forum for Education Abroad](#) working groups will accompany discussions, case studies, and table top exercises to give each participant a framework from which to effectively respond to common health and safety issues while abroad.

Study Abroad and Mental Health Awareness

This workshop, facilitated through a partnership with ASU Counseling Services, aims to give study abroad 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 know feel better prepared to respond if a situation develops during the program.

CPR Certification (with Basic First Aid) for Study Abroad Program Leaders

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.