

Role of the On-Site Director
ACS International and Other Off-Campus Programs

- 1) Oversees all aspects of the on-site program.**
- 2) Assists in recruiting students, and responds to student questions about the program.
- 3) Communicates with campus International Programs personnel with information about the program.
- 4) In conjunction with the program director (if different), works with the international office at the managing institution to insure that information is provided to participants in a timely fashion and that all proper release and insurance forms are completed.
- 5) Prior to the first day of the program, provides to appropriate personnel at the managing institution and to ACS staff: a) as complete a program itinerary as practical; b) contact information (phone numbers and email addresses) to be used at the program location; c) a complete list of enrolled students, their colleges of origin, and their home phone numbers.
- 6) Is responsible for and available to students from the beginning of the program until every student has departed at the end of the program. "Beginning of the program" may range from a coordinated domestic departure to meeting with students on-site. Similarly, "end of the program" may range from departure from the program location site to group return to a domestic location.
- 7) Provides on-site orientation for students.
- 8) Provides students with counseling, safety instructions, emergency financial assistance, etc., as needed.
- 9) Responds to and helps resolve difficulties encountered by students in matters such as transportation, lodging, meals, etc.
- 10) Assists students to acquire necessary medical attention in the event of illness or injury.
- 11) Acts as primary liaison to local personnel assisting with programs and activities.
- 12) Insures that there are available prompt methods of communication between the program, the managing institution and ACS staff. Wherever feasible this should be via cell phone acquired either prior to departure or immediately upon arrival at the program site.
- 13) Maintains regular (approximately every week for programs of 6 weeks or less/every two weeks for longer programs) communication with appropriate personnel at the managing institution and/or ACS staff about the status of the program. This may be done by whatever method is most appropriate and expeditious (phone, email, etc.)
- 14) Communicates immediately with appropriate personnel at the managing institution and/or ACS staff in the event of problems encountered during the program.
- 15) Communicates immediately with appropriate personnel at the managing institution and/or ACS staff in emergency situations, or if an emergency situation is likely to develop or seems imminent (see *ACS Emergency Response Protocol*).
- 16) Ensures that another responsible person will communicate with appropriate personnel at the managing institution and/or ACS staff in the event he/she is unable to fulfill any of these responsibilities.
- 17) Provides a final written report to ACS and appropriate personnel at the managing institution when program is complete.

****Note:** In the event that one faculty member is the overall program director and another faculty member is the on-site director, these two individuals must coordinate supervision and administration of the program. If two or more faculty members are on-site, one should be designated as "lead director" and areas of responsibility and specific communication methods must be clearly defined for the students.