**EXPERIENCE SCOTLAND**Faculty Responsibilities & Privileges

If selected to teach on the Experience Scotland program, I will carry out the duties listed below:

1. Teach classes, which includes:
   * Prepping each course and adapting material for a condensed, modular format which requires a focus on context and concept rather than content *(expected time requirement: 20 hrs/course);*
   * Ensuring my three-credit course meets the approximately 135 hours of instruction and out-of-class expectations, including homework, class field trips, and academic excursions/pursuits required by the U.S. Department of Education and the Higher Learning Commission within the provided module dates (~12-14 course sessions);
   * Identifying field experiences to include in my course 1-2 times per week *(expected time requirement: 20 hrs/course);* and
   * Leading field experiences *(expected time requirement: 4 hrs for local, 8-10 hrs for day trips).*
2. Advise students on academic matters while abroad *(expected time requirement: 3-5 hrs/wk).*
3. Reside at Newbattle Abbey College and be an active member of the community. In day-to-day terms, that means participating in and/or leading on-site orientations and community events such as meals, ceilidhs, house activities, and events. This also means I will work to make the community positive to live in by cleaning up my own room, faculty offices, and shared spaces *(expected time requirement: 5-8 hrs/wk).*
4. Provide 24-hour on-call pastoral and emergency support to students on 1-2 assigned weekends - generally Thursday evening to Sunday evening - per module *(expected time requirement: 72-96+ hrs/weekend).*
5. Actively recruit students for the program by *(expected time requirement: 15 hours)*:
   * Assisting the International Education/Programs office at my home university with recruitment efforts;
   * Recruiting in my classes prior to my appointment;
   * Recruiting in classes of colleagues who are willing to host a brief session during class time;
   * Recruiting in my classes following my appointment;
   * Hosting a table at any/all of my college’s attempt to highlight campus opportunities (e.g., study abroad fairs or welcome day activities);
   * Inviting prospective students to apply;
   * Following up with interested students; and
   * Meeting with student groups to provide information, brochures, forms, etc.
6. Participate in student/faculty pre-departure orientation and trainings (*expected time requirement:* *10 hours)*.
7. Make my own travel arrangements, once prompted to do so by the Experience Scotland Administrative Office. Actual costs of economy airfare will be paid directly by the program. (*expected time requirement: 1 hour)*.
8. Use the experiences and materials I have gained abroad to internationalize the courses I teach on my home campus *(expected time requirement: 10-20 hrs course prep per course).*
9. Agree to pay meal plan expenses, international insurance costs, and room payments (if applicable) for any dependents and/or spouse/partner accompanying me.

Faculty’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_