**INTERNATIONAL TRAVELING CLASSROOM**Faculty Responsibilities & Privileges

If selected to teach on the ITC 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, minimum 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, as needed.
3. Reside at Newbattle Abbey College (in Scotland) or other various reserved group lodging locations abroad 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.
4. Provide 24-hour on-call pastoral and emergency support to students on assigned weeks/weekends. *These responsibilities will be divided up during the first module in Scotland with Scotland faculty, and then with fly-in faculty in weeks when they in-country.*
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 to highlight campus opportunities (e.g., study abroad fairs or welcome day activities);
	* Inviting prospective students to apply and following up with interested students;
	* 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 Office of International Education program coordinator. Actual costs of economy airfare will be paid directly by the program. (*expected time requirement: 1 hour)*.
	* The ITC group leader will be in a group flight block and will not need to secure their own airfare.
	* Lodging during independent travel times will be reimbursed based on nightly program budget limits.
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 expenses, international insurance costs, and room payments (if applicable) for any dependents and/or spouse/partner accompanying me.

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