Group Leader Responsibilities for International Experiences

Faculty, staff or students chosen or appointed to lead an outbound group of Florida State University students on an international experience will have the following responsibilities. Additional responsibilities may be given by the sponsoring organization.

Program advertising and review
- Assist in the marketing and recruitment of the program.
- Write a report for the Florida State University sponsoring organization on the experience including recommendations for future experiences.

Pre-departure
- Participate in the interview and selection process of the students.
- Ensure students receive pre-departure orientation and preparation and review and acknowledge that each student has completed the following: registration with Embassy, has passport and visa (if required), and has purchased health insurance meeting FSU standards for international experiences.
- Ensure that the required waiver process has been completed if travel is to a country on the State Department warning or advisory list.
- Send student names, emergency contact information and travel information to the Center for Global Engagement to be entered into the database for outbound students as required by the travel policy.
- Serve as the liaison between the group and host institution or organization (if applicable) in the target country and ensure that all students represent Florida State University positively.
- Check the CDC and US Department of State website to verify it is safe to travel to the country and verify students have the required vaccinations. Monitor any potentially risky situations.
- Consult with the Department Chair and College Dean about potentially risky conditions as ultimate responsibility for students travelling abroad with a Faculty Member rests with the Department and College, when the program does not go through FSU International Programs.

During the program
- Meet with students throughout the program to process the experience and ensure that their personal learning outcomes are being met.
- Ensure that the program goals are met and that students are actively involved in the experience.
- Encourage students to keep personal journals throughout the experience.
- Be available to group participants and to the sponsoring host or organization for consultation and emergencies.
- Collect and carry copies of student medical history, medical insurance and emergency contact information throughout the program.
- Seek to maintain the safety and security of the Florida State participants at all times by providing additional information concerning non-group activities, and ensure each participant knows what to do in an emergency.
- Carry the Florida State University emergency contact guide information for outbound international groups at all times.

Post-program evaluation
- Have participants complete a written evaluation of the overall experience.
- Hold a closing meeting for reflection at the end of the program.

In case of emergency
- Notify the Florida State University Police 850-644-1234. A faculty or staff team leader should also contact their sponsoring department and the student leader should contact their group advisor. The leader would also contact the U.S. Embassy for guidance. The Florida State University Police would then notify the Dean of Students Office. The Dean of Students Office will notify the Center for Global Engagement.
- Make contact immediately with the student’s emergency contact to ensure that they are involved in any medical decisions.
- Accompany a student when medical attention is needed and involve the student’s emergency contact before any major medical decisions are made. Ensure that a translator is made available to the student if necessary.
- In the event of an accident, illness, or injury, take whatever measures and action considered necessary and warranted under the circumstances to protect, safeguard, and minimize further injury to the students’ health and safety, including placing a student in a hospital within or outside the United States for medical services and
treatment, or, if no hospital is readily available, to place a student in the care of a local physician for treatment. If deemed necessary or desirable, leaders are authorized to transport students back to the United States by commercial airline or otherwise for medical treatment. Any and all expenses incurred in rendering these services, whether placing the student in the hospital, in the care of a physician, or transporting back to the United States by commercial airline or otherwise, will be a debt and liability the student is responsible for.

In case of death

- In the event of the death of a student; the faculty, staff or student team leader should immediately notify the Florida State University Police at 850-644-1234. The Florida State University Police would then notify the Dean of Students Office. The Dean of Students Office would notify the family and the Center for Global Engagement.

Terminating student participation

- Terminate a student’s participation in the international group experience for failure to maintain said University rules, regulations, instructions, and standards of conduct and behavior, or for any actions considered to be incompatible with the interest, harmony, comfort, and welfare of other students, faculty, University employees, or nationals of the host country. In the event a student’s participation in the international group experience is terminated before the end of the regularly scheduled experience because of a violation on the student’s part of one or more of said University rules, regulations, instructions, and/or standards of conduct and behavior, the student has consented to being sent home at his or her own expense with no refund of fees.