

Program Director Agreement for Study Away Programs

Program Director's Name: _____

Program Name: _____

I understand that as a program director for a University of North Georgia (UNG) Study Away program, I am expected to:

1. Comply with all of the policies and procedures outlined in the Faculty Handbook for Study Away programs.
2. Follow the [UNG Emergency Response](#) and abide by the Risk Management Policies & Procedures in the event of an emergency, including contacting Public Safety immediately in the event of student illness, hospitalization or other serious incident.
3. Attend the mandatory program director orientation offered by CGE.
4. Conduct an arrival orientation to cover health and safety information [emergency protocols; medical services; code of conduct for students and consequences of noncompliance; legal, environmental, political, cultural and religious issues in host destination; and the responsibilities of participants on my program].
5. Supply CGE with complete contact information while in away, as well as, a detailed calendar of activities for the program.
6. Inform CGE by submitting an [incident report](#) of any incidents involving student disciplinary action; arrest of a participant; any crime; student illness (physical or mental) or injury to a participant; death of a participant; or any other major incident after the resolution of the incident.

Program Director Signature

Date