

## Agreement of Responsibility for Program Assistants on Study Abroad and Domestic Travel Study Programs

This contract serves to inform you of the Center for Global Program and Services' (CGPS) expectations for program assistants. If you are unable to fulfill these expectations, please inform your program director immediately so that a new assistant can be chosen. If you have any concerns or questions about your responsibilities as an assistant as listed below, please contact the CGPS at (302) 831-2852 or [studyabroad@udel.edu](mailto:studyabroad@udel.edu). Study Abroad House: 121 E. Delaware Ave, Newark, DE 19716.

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I, \_\_\_\_\_ (*print first and last name*), agree to serve as a program assistant on the \_\_\_\_\_ program in winter  / summer , \_\_\_\_\_ (*year*), and I acknowledge the following regarding this responsibility:

### A. Pre-departure expectations

1. My primary responsibility is to my group. I am not permitted to be enrolled in any courses or to conduct research during the term of the program.
2. I will attend all of the group's pre-departure meetings, as well as any meetings held for assistants by the Center for Global Program and Services.
3. I will familiarize myself with the group's flight and in-country itinerary and with all pertinent pre-departure information in the student section and in the faculty section of the CGPS website.
4. I will travel on the group flights or on one of the recommended flight itineraries and accompany program participants traveling on those flights to and from the program site.

### B. On-Site Expectations

1. As an assistant, I will proactively assist students in the group as needed, for example by:
  - demonstrating how to make a phone call, ride public transportation;
  - serving as a translator where necessary and as able;
  - quickly learning all of the students' names;
  - accompanying students to the doctor or to other appointments;
  - accompanying the group on all excursions and activities;
  - suggesting activities for free time;
  - tutoring students who are having academic difficulty, as able;
  - listening to student complaints and concerns and acting upon or sharing them with the program director or other University employee as appropriate;
  - being reachable by students at all times, including during free periods;
  - maintaining a pleasant, positive, and approachable demeanor;
  - seeking opportunities to offer help and improve the students' experience.
2. As an assistant, I will proactively assist the faculty director(s) as needed, for example by:
  - promptly reporting and documenting student misconduct;



- promptly identifying and reporting potentially problematic or conflict situations with students before they escalate;
  - offering to handle tasks such as photocopying;
  - counting students before departing on an excursion;
  - distributing handouts, and the like;
  - maintaining contact with the faculty director at all times, even during program free periods;
  - taking the group on an excursion if the director must tend to an emergency;
  - managing the group temporarily in the director's absence;
  - attending and participating in any post-program follow-up meetings.
3. I will live with, or in close proximity to, the students in the group, and in accommodations similar to those of the students, but in a single room.

### C. Other

1. I will assist with any other course-related or program-related activities identified by my faculty director(s).
2. In the case of a serious problem, I will contact the Center for Global Program and Services if the faculty director is not sufficiently responsive.
3. I understand that in my role as program assistant I am required to adhere to UD policy and report to the faculty director and/or CGPS any incidence of sexual misconduct or harassment involving program participants of which I am aware.
4. Compensation: As a program assistant, I understand that I receive no salary. The CGPS covers most of my expenses, which *may* include airfare, housing, excursion, local ground transportation, international health insurance, and/or some meals, depending on the program. (Assistant should check with their faculty director[s] for details.)
5. Conduct: I understand that I must comply with all University expectations, including compliance with applicable COVID-19 protocols, and avoid social situations involving activities that may violate the University of Delaware Student Code of Conduct (for example abuse of alcohol, sexual harassment), or activities perceived as high-risk which are discouraged by CGPS (for example bungee jumping, skydiving).

**If for some reason I must withdraw from my assistantship, I understand that I am responsible for all funds already spent on my behalf (including airfare, excursions, housing, etc.). I will reimburse CGPS for these expenditures.**

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Signature

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Date

