

## **Program Leader Responsibilities**

This document serves as a helpful resource as you navigate the process of planning and leading an international program. As a program leader, the University asks that you do your best to ensure the health, safety, and security of program participants. While travelers may encounter unavoidable risks, by complying with University policies and planning a program that mitigates known risks, you can limit associated travel risks. Your commitment to furthering the University's internationalization efforts helps to provide safe, experiential learning opportunities for participants.

Program leaders have numerous health, safety, and security responsibilities that include but are not limited the following:

- Completing the program leader training once every two years
- Developing a program design that considers health, safety, and security issues
- Receiving departmental approval
- Adhering to University policies and timelines
- Submitting a conditional and final program proposal in DU Passport and providing accurate information
- Implementing risk reduction measures and safety plans specific to the itinerary
- Ensuring that all participants register their travel in DU Passport before departure
- Reviewing the Emergency Response Manual before departure
- Planning, organizing, and leading a pre-departure orientation and an on-site orientation to communicate health and safety guidelines to participants
- Advising and counseling participants on all aspects of the program
- Setting expectations for participants and monitoring their well-being during the program
- Modeling appropriate behavior and holding participants accountable to the DU Honor Code
- Responding accordingly to any health, safety, and security emergencies as they arise
- Communicating and seeking guidance from the University in the event of any emergency or disciplinary situation
- Documenting the response to all emergency and disciplinary situations
- Submitting an Incident Report for reportable incidents in order to comply with federal laws and University policy
- Completing a post-trip questionnaire in DU Passport