

WVU Education Abroad Chaperone Responsibilities

Academic Year 2023-2024

Thank you for serving as an Education Abroad Chaperone for the 2023-2024 academic year. It is with your support that we are able to expand international opportunities to WVU students that may never travel abroad. We hope you gain from this experience as much as the students that travel with you.

Overall program management, instruction, and budget are the responsibility of the primary faculty leader. Your faculty leader will guide you on program specific needs associated with your role as chaperone. The faculty leader serves as your immediate in-country contact for questions and programmatic decision making. **In the event the faculty leader is unable to perform these tasks abroad, contact the Office of Global Affairs emergency line immediately at 304-293-9456.**

General Chaperone Expectations for All Programs

Before Departure

Pre-departure Student Orientation: Chaperones are encouraged to attend the OGA pre-departure orientation session held for student participants. This meeting sets behavior and participation expectations as well as providing travel health, safety, and regulatory advice. This meeting ensures all chaperones, as well as students, are aware of WVU guidance on these items.

Pre-departure Budget Meeting: Chaperones should plan to attend the OGA pre-departure budget meeting with the faculty leader, in-person. Virtual attendance can be arranged for extenuating circumstances.

University Credit Cards: Chaperones are expected to complete State of WV P-card Training and acquire the advised university procurement cards to assist on the program. While program budget and payment decisions are the responsibility of the faculty leader, the chaperone's cards serve as back-up or in case the group is split for extenuating circumstances.

Example uses:

- Faculty leaders card declined due to unexpected fraud alert status.
- Student needs escorted to local clinic for minor allergy issue which requires pre-payment for university insurance reimbursement.

While Abroad

Chaperones are expected to travel with the group to and from the destination when airfare is included in the program package. When air travel is not included for the students, the chaperone is expected to arrive before the official start of the program and remain with the group until the final student departure. No student is to be left unaccompanied abroad without approval from the Office of Global Affairs.

Student Well-Being: All faculty and chaperones are responsible for monitoring student health and safety while abroad. Unfortunately, unplanned events can occur. Faculty and chaperones should ensure that all students receive adequate medical attention, if needed, abroad. It is the chaperone's responsibility to know and understand how to access WVU's emergency management provider, [InternationalSOS](#), and the services that they provide. Please consult the [WVU Travel Information](#).

A chaperone may be sent with a student separate from the group for assistance at the faculty leader's discretion. Decision making support can be provided at any time from WVU's Office of Global Affairs at 304-293-9456.

Title IX Mandatory Reporting

If a report is made to you of discrimination, harassment, sexual harassment, sexual misconduct, domestic misconduct, stalking, and retaliation as defined in the BOG Policy 44 or again any member of the university community. If a report is made to you or you witness an issue or harassment of a student by another, you should promptly report it to the WVU International Risk Manager (IRM) (304-293-9456).

The IRM will submit a complaint/report to the WVU Title IX office. Appropriate action will be taken as deemed by the Title IX coordinator. Be sure to ask the following questions to the student:

- Does the student feel safe right now? If the student does not feel safe, accommodations must be made to ensure the safety of the student.
- Does the student feel safe on the program? If the student does not feel safe on the program, then accommodations must be made.
- Does the student wish to file a police report? Be aware that filing the report is strictly the decision of the affected individual.

These will be discussed with the IRM and the Director of Education Abroad on a case-by-case basis.

Student Behavior: Students are expected to abide by the [WVU Student Conduct Code](#) at all times. Students are also expected to abide by the laws of their host country. Please use your best judgement and discretion when dealing with behavioral issues abroad; if the behavior becomes disruptive to the group, or presents a health and safety concern, chaperones need to report to the faculty leader as soon as possible. The faculty leader may work with Education Abroad to return the student to the United States immediately. In the event that a student is returned home, the WVU Office of Student Rights and Responsibilities will be contacted. If the faculty leader is unavailable or the chaperone is uncomfortable raising the issue with the faculty leader, you may contact the Office of Global Affairs directly at 304-293-456.

Keeping WVU Informed: While you're abroad we ask that you keep us informed and aware of any issues that may arise. Please use your discretion to evaluate the urgency of any issue, and use email for non-urgent issues. We require that you provide us with a method of contact so that we can reach you while you are abroad

Upon Return

Follow-Up Meeting: Once the program has concluded we will schedule a meeting to review and discuss the program. This will include any student issues that arose, lessons learned, and future programming possibilities.

Financial Reconciliation: All receipts and documentation will be collected at the follow-up meeting. At this time, we will review all outstanding balances from vendors and begin the reimbursement process, if needed.

Evaluation: After your return, we will email you a link to complete an online evaluation of your program, from start to finish. This will include your insights of the entire program process, and your feedback will be used to reevaluate processes and procedures, as well as to demonstrate success stories to the university community.

Chaperone Travel Expenses

All business-related travel expenses are covered for chaperones at OGA discretion through the program budget. This includes, but is not limited to:

- Transportation to/from the departing airport and WVU Campus (or comparable distance for remote employees)
- Round-trip and required internal airfare
- Required in-country transportation
- Lodging for duration of program
- Required program packages, entrance fees, or excursions
- Per diem for meals and incidentals will be paid according to the Department of State established M&IE rates for each location. OGA will prepare this report in WVU's MyExpenses in advance of travel. You will need to log in to accept and approve this report in order for payment to be processed.
- Programmatic expenses paid using personal funds due to extenuating circumstances.

The Office of Global Affairs will review the individual program budget and your covered expenses during the pre-departure budget meeting.

Updated December 19th, 2022

Please sign and return to Education Abroad within the Office of Global Affairs indicating receipt and understanding of the outlined chaperone responsibilities. If you have any questions, please email: educationabroad@mail.wvu.edu

Print Name _____

Signature _____ Date _____

Program _____ Term _____