

**PLU GATEWAY STUDY AWAY PROGRAMS**  
**Site Director Responsibilities**

Prior to Program Start:

- Undertake in-depth orientation with Program Director and previous Site Directors, as well as general Site Director orientation through Wang Center.
- Participate in site visit.
- Assist Program Director and Wang Center with student recruiting.
- Assist Program Director with applicant review and selection.
- Participate in student orientation sessions.
- Become familiar with student profiles and special needs.
- Review budget and spending guidelines with the Program Director, Program Manager and Director of Wang Center. With support of the Wang Center, submit pre-travel authorization and obtain PLU purchasing card.
- With the support of the Gateway Program Manager and Program Director, prepare an administrative calendar.

During Program:

- Travel, as appropriate, with students to site and oversee their settling in.
- Liaise with on-site faculty and staff.
- Ensure planned in-country orientation, including health and safety.
- Ensure participant understanding of academic and conduct expectations and monitor compliance.
- Fulfill specific instructional obligations as agreed upon in advance.
- Confirm, arrange, reschedule as necessary, and accompany students on field trips and excursions as listed on schedule.
- Respond to emergencies and incidents in accordance with university policy.
- Arrange payment of lecturers, transportation, etc.
- Meet weekly with student group to discuss academic progress, monitor adjustment, and resolve issues.
- Be available to individual students for advising and assistance in academic, emotional, and other matters.
- Assist as appropriate students participating in independent internships and/or research on site.
- Inform and advise Wang Center and Program Director of any urgent health, disciplinary or other issues that may arise.
- Liaise with those responsible for living arrangements.
- Monitor and retain records and receipts for all expenditures of monies.
- Function as PLU's public representative at all events and with all community, government, and academic representatives.
- Ensure students fill out evaluation forms before departure and maintain their confidentiality.
- Teach an appropriate course or courses as arranged by the PLU Program Director.
- Administer pre and post-semester assessment surveys.
- Submit mid-semester report by established deadline.

Upon Return:

- Submit by established deadline a full accounting of expenditures (with receipts).
- Submit written report to Program Director and Wang Center.
- Ensure student evaluations are turned in to Wang Center.
- Schedule separate debriefings with Wang Center Director and Program Director.

Subsequent Semester(s):

- Assist with publicizing program and recruiting.
- Meet with next Site Director.
- Participate as part of program advisory committee.
- Assist with orientation.

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Site Director Name

Signature/Date