

Central State University

Center for International Education

Faculty Onsite Checklist

❖ Contact Program Coordinator on Arrival

Please take a moment to check in with the Program Coordinator to confirm that all participants have arrived safely or to report any students who did not arrive on the designated program start date.

❖ Conduct an On-Site Orientation

It is strongly advisable that you conduct a mandatory, in-person orientation with all program participants upon arrival in each program city or country. CEE recommends that you:

- ☐ Remind students to check in with their family members.
- ☐ Discuss the current political climate, emphasizing the importance to avoid all demonstrations.
- ☐ Review any known risks, including transportation risks, parts of the city that are forbidden for your students, or that students are wise to avoid.
- ☐ Review the local transportation system.
- ☐ Distribute CIE staff contact information to students in case of emergency.
- ☐ Inform students of program rules and expectations of behavior, including the consequences of violating those rules.
- ☐ Discuss your expectations and cultural norms regarding the use of alcohol.
- ☐ Provide local emergency services number and location of nearest medical facility.
- ☐ Collect all cellular phone numbers of program participants

❖ Establish an Emergency Response Plan

While you can never predict an emergency, one important step to ensuring an effective response to unforeseen incidents is to develop an emergency response plan for the program. CIE urges you to consider the following steps:

- ☐ Secure an alternate emergency contact number (service provider, colleague, etc.).*
- ☐ Maintain an easily accessible list of student cellular phone numbers, so that you can easily reach all participants.
- ☐ Designate a primary and secondary meeting point for all program participants in each program location, in case of an emergency affecting the entire group.
- ☐ Establish alternative methods of communication if a physical meeting does not or cannot take place.