

### Study Abroad Field Schools: Roles & Responsibilities (2020-2021)

Duties	CS Coordinator	Instructor	Dean CS	Academic Dean	Academic Department	Contract Management and Risk Services	Registrar and Enrolment Services (RES)	Financial Services (Budget Office)	Financial Services (Accounting & Accounts payable)	Financial Services (Student Accounts)	Financial Services (Purchasing)	C&M	Tour Operator
<b>Program design &amp; support</b>	Tour operator selection/ approval  Assist with itinerary design & logistics  General travel information & advice	Program/Itinerary design		Support/ advise faculty in proposal development	Does it fit with program offerings? Does it have learning outcomes that the experience can meet?						Tour operator Approval		Itinerary design & travel logistics  General travel information & advice
<b>Risk management/ feasibility</b>	Assist with plan  On “go/no go” date, advise faculty and Academic Dean of number of students who have deposited. Follow-up for final go/no-go decision.	Create plan (in conjunction with Contract Management and Risk Services)  Student admissibility (review applications and student forms)				Assist instructor in creating plan  Create & gather customized Student forms (e.g. Student Agreement & Medical Form)  Student admissibility (review applications & student forms)							Assist with plan
<b>Administrative Support</b>	Record & Report keeping  In conjunction with Lead Instructor, complete Schedule Submission form for Field	Record & Report keeping  In conjunction with CS Co-ordinator, complete Schedule Submission form for Field Studies and Submit to RES office				Record & Report keeping  (Student agreements, emergency contacts. Medical history etc.)	Establish CRN & course fee in Banner based on Schedule Submission for Field Studies form.  Process registrations			Process in person payments (deposits & tuition)			

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	<p>Studies and submit to RES office</p> <p>(e.g. monitoring and filing registrations, evaluations)</p> <p>Tour Evaluation</p>	<p>Tour evaluation incl. post-trip report and student evaluations</p>											
<b>Budget/ Finance</b>	<p>Develop Budget Officer</p> <p>Monitor/ Oversee &amp; approve all financial activity</p> <p>Review Budget and actuals. Prepare then submit final accounting report to Dean CS for approval.</p>	<p>Develop</p> <p>Collect applications, waiver and other documents, etc., submit applications and deposit cheques to RES/Student Accounts</p> <p>Liaise with student accounts regarding deposits received prior to registration.</p>	<p>Advice</p> <p>Approve budget and submit to Budget Office for setup in Banner</p> <p>Executive Budget Officer</p> <p>Review Budget and actuals, approve final accounting report and submit to Financial Services</p>	<p>Review Approved budget</p> <p>Review final accounting report</p>				<p>Set up approved Budget in Banner</p> <p>Process Budget adjustments in Banner.</p> <p>Set up new Indexe(s) (i.e. cost centres)</p>	<p>Final accounting report review</p> <p>Fix ytd activity coding errors</p> <p>Process payments for travel advances, honorariums, vendor invoices &amp; expense reimbursements</p> <p>Process credit card statements Issue temporary credit cards</p>		<p>Purchasing policies and guidelines</p> <p>Process purchase requisitions and create purchase orders.</p>		
<b>Emergency Contact</b>	Secondary			Back-up?		Back-up?							Primary

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<b>Promotion &amp; Recruitment</b>	Advice/ support to instructor  Authorize	Marketing plan & promo material Content  Student recruitment: Class visits Presentations Info Sessions Maintain website										Design & production promo material (online presence/ flyers/ posters/ t-shirts?)	
<b>Instruction</b>		Instruction & group leadership  Main contact for students  Pre-departure & Post trip group meeting			Does the faculty member meet qualification to teach this course? When should it be scheduled? etc.								
<b>Course Curriculum &amp; Proposal</b>		Develop		Approve on Committee recommendation	Propose to Dean								

See list of contacts below ↓

## List of Contacts

<b>Title</b>	<b>Name</b>	<b>Local</b>	<b>Email</b>
CS Co-ordinator	Janinah Jansen	604-677-0198	<a href="mailto:jjansen@langara.ca">jjansen@langara.ca</a>
Dean, Continuing Studies	Dan Thorpe	5888	<a href="mailto:dthorpe@langara.ca">dthorpe@langara.ca</a>
Contract Management and Risk Services	Jan Petersen	5038	<a href="mailto:jpetersen@langara.ca">jpetersen@langara.ca</a>
Financial Services – Budget Office	Joe Cordingley	5724	<a href="mailto:icordingley@langara.ca">icordingley@langara.ca</a>
Financial Services – Accounting	Mary Chen	5651	<a href="mailto:mchen@langara.ca">mchen@langara.ca</a>
Financial Services – Accounts Payable	Rosa Palozzi	5192	<a href="mailto:rpalozzi@langara.ca">rpalozzi@langara.ca</a>
Financial Services – Student Accounts	Paola Piovesan	5296	<a href="mailto:ppiovesan@langara.ca">ppiovesan@langara.ca</a>
Financial Services – Purchasing	Chris Arnold-Forster	5037	<a href="mailto:carnoldf@langara.ca">carnoldf@langara.ca</a>
Communications + Marketing (C+M)	Creative Arts – Carly Barrett	5176	<a href="mailto:cbarrett@langara.ca">cbarrett@langara.ca</a>
	Humanities – Deborah Schratte	5014	<a href="mailto:dso@langara.ca">dso@langara.ca</a>
	Science & Technology – Deborah Schratte	5014	<a href="mailto:dso@langara.ca">dso@langara.ca</a>
	Health Sciences – Wendy Weston	5884	<a href="mailto:wweston@langara.ca">wweston@langara.ca</a>
	Management – Carly Barrett	5176	<a href="mailto:cbarrett@langara.ca">cbarrett@langara.ca</a>
	Social Sciences – Wendy Weston	5884	<a href="mailto:wweston@langara.ca">wweston@langara.ca</a>
	Community Programs – Wendy Weston	5884	<a href="mailto:wweston@langara.ca">wweston@langara.ca</a>
Registrar and Enrolment Services (RES)	Cindy Truong	5321	<a href="mailto:ctruong@langara.ca">ctruong@langara.ca</a>