



TEXAS A&M INTERNATIONAL UNIVERSITY

Faculty-Led Program Assistant Request

TAMIU faculty leading a study abroad program may request to have additional support to enhance and facilitate their program. This request may be submitted along with the program proposal or dependent on program need. The faculty leader must describe in detail the justification for the request of additional support. A program assistant must meet all of the following requirements and must be able to perform all anticipated duties for participation approval.

Program Director Requirements for Requesting Program Assistant:

- Submit detailed program responsibilities and specific knowledge/skills (language, expertise in field, etc.) that qualify the individual to assist.
- Must submit revised budget for the anticipated expenses for the assistant in the overall program cost. This must include: housing, airfare, meals, program activities and funds for incidentals. The Office of International Engagement will approve revised budget.

Assistant Requirements:

- Must be a TAMIU employee.
- Must be willing and able to serve as a Campus Security Authority while abroad.
- Must be willing and able to assist the Faculty Director in an emergency situation.
- Must be willing and able to actively participate in the entire program course(s) and all scheduled activities.
- Must comply with the established dependent guidelines found in the Study Abroad Faculty-Led Handbook.
- Must adhere to all rules, regulations, and procedures for Study Abroad programs.
- Acknowledge that the only compensation for participating as program support is the approved program expenses. Additional compensation is at the discretion of their supervisor.

Program Assistant Information:

Name	Department	Title
Assistant Role		
On a separate sheet submit the detailed responsibilities during the program and the specific knowledge or skills (language, expertise in field, etc.) that qualifies the individual to assist.		
Acknowledgement		
Faculty Leader: I understand that as leader of the program I must ensure the assistant complies with the stated guidelines and purpose of program participation.		

Faculty Leader's Name	Signature	Date
Program Assistant: I understand that as a program assistant I must comply with the stated guidelines and meet the purpose of my appointment.		

Program Assistant's Name	Signature	Date
Approval		
___ Approve ___ Deny	___ Approve ___ Deny	___ Approve ___ Deny
_____	_____	_____
Immediate Supervisor Signature	College Dean/ Appropriate VP Signature	Director of IE Signature
_____	_____	_____
Date	Date	Date