**Study Abroad Program Leader-in-Training**

**Program Expectations**

Congratulations! You are now about to embark upon a new mentor/program leader-in-training (PLIT) relationship in study abroad. This document outlines the expectations for each role:

**Mentor:**

* Involve your PLIT in the proposal writing process (including the course syllabus, program itinerary, and budget) if the timing is right. If the timing has passed, give your PLIT some pointers on how to create a strong proposal.
* Schedule an initial meeting with your PLIT to bring her/him up to date on where you are in the process.
* Include your PLIT in all program email correspondence to students and with the SAGE office.
* Advise your PLIT on what to expect for each stage of the implementation process.
* Advise your PLIT on the following:
  + Program leader/student relationships and how to minimize conflict
  + Student/student relationships and how to minimize conflict
  + Actual in-country experiences and what to expect with the program provider
  + Problems that one might anticipate on a study abroad program and how to deal with them
* Include your PLIT in all aspects of study abroad implementation – marketing, recruitment, applicant selection, orientation facilitation, in-country leadership, and close-out.
* Coach your PLIT if he/she needs correction on some aspect of his/her roles and responsibilities.

**Program Leader-in-Training:**

* Attend all scheduled meetings with your mentor and the group.
* Assist in the facilitation of all program orientations.
* Assist with all program paperwork.
* Assist with all aspects of program implementation as asked by your mentor.
* Keep a journal of the process and document important things you need to remember for when you lead your own program.
* Submit a final report (one page maximum) to SAGE on your experience highlighting what you learned as a result of participating in this program and what your future plans involve related to submitting a study abroad proposal.