

Co-Traveler Position Description

Policy: A co-traveler will accompany any international Jan Term travel course led by a single faculty member of record with the exception of any with a destination infrastructure deemed sufficient by the January Term Director and the Director of International Programs (e.g., Cuernavaca, Mexico). The addition of a co-traveler (responsible representative of SMC) addresses the objective of health and safety for all involved in SMC international travel. The instructor of record will have the opportunity to suggest an appropriate individual to serve this function. The final determination of a course co-traveler will be the decision of the January Term Director and the Director of International Programs.

The co-traveler may be a SMC staff member who is granted permission from his/her supervisor to be absent from campus duties during the period of travel. The co-traveler may be a ranked faculty member who is in training to lead a Jan Term travel course in the future. The co-traveler may be an individual who is not currently employed by the College, but has the necessary credentials to act in the co-traveler role. Travel costs incurred by the co-traveler (airfare, lodging, per-diem, etc.) will be covered by student fees (amount added to travel cost per student).

Duties/Responsibilities (some adaptation per course details):

1. Supervise students as designated by the instructor of record.
2. Administrative tasks as designated by the instructor of record that may include record keeping, monitoring of receipts, travel documents, etc.
3. Assistance with ground travel/transportation as designated by the instructor of record.
4. Support for faculty of record to oversee students when the need arises to monitor/assist students who become ill, need medical attention, must return home and are unable to travel alone, etc. The co-traveler must be able to supervise students by either staying behind the larger group with students in need or go

forward with the larger group in accordance with the course itinerary.

Additions for Ranked Faculty in Training:

- Work with an instructor of record regarding all facets of budget development, itinerary, travel booking/coordination, etc.