

<p style="text-align: center;"><u>ISS</u></p>	<p>Support development of new IFS with resources and collaborative feedback.</p> <p>Create a program webpage and host general Field Schools Info Sessions.</p> <p>Provide cross-program general promotion (e.g. application deadline reminders).</p> <p>IFS administration and operational management pre-, during and post-Field School is directed by ISS in partnership with the appropriate university units.</p> <p>Provide pre-departure and re-entry programming for students.</p> <p>Coordinate centralized administrative activities (e.g. support for student applications to program; program waiver and other required documents; pre-departure planning; charging student program fees; travel advance and reconciliation).</p> <p>Develop, with CEE, training, resources and PD opportunities for current and prospective faculty to enhance the educative experience of IFS.</p> <p>Conduct formative and summative student evaluations of IFS programs (complementary to academic evaluations done by academic department).</p> <p>Manage regular practice of IFS evaluation and submit a report to SCIA, Chair and Dean/designate after conclusion of each iteration of IFS programs.</p> <p>Manage the financial account for the programs, including making payments to vendors and travel advances for FSDs.</p> <p>Assist in the facilitation of program contracts.</p>
<p><u>SFU International</u></p>	<p>Support SCIA proposal and assess the need for a formal binding agreement. Negotiate the agreement on behalf of the faculty/university as needed.</p>
<p><u>Senate Committee on International Activities</u></p>	<p>IFS is reviewed by the academic unit for education outcomes and ISS for operational outcomes. Final approval is obtained from SCIA. A report is submitted to SCIA as follow up.</p> <p>Review the IFS for approval on behalf of Senate in accordance to GP 23.</p>
<p><u>Safety and Risk Services</u></p>	<p>Support Field School risk mitigation (M)ETMC Services</p>