

HENDRIX-MURPHY FOUNDATION PROGRAMS IN LITERATURE AND LANGUAGE
Hendrix College, Conway, Arkansas

MURPHY AWAY PROJECTS (MAP)
Project Coordinator Responsibilities

The MAP coordinator arranges travel, lodging, project activities, and other details of a MAP project. While Hendrix-Murphy Foundation (HMF) staff are available for consultation, project preparation tasks are the responsibility of the project coordinator.

TRAVEL ARRANGEMENTS AND INFORMATION: The project coordinator will arrange for air and/or ground travel to, from, and in the project location(s), including advance reservations where necessary. The coordinator will also make advance reservations or other arrangements for all lodging; museum, library, and other tours; and other aspects of the project.

At least two weeks in advance of project travel, the project coordinator will deliver the following information to HMF staff:

- estimated expenditures for travel, lodging, and other components of the project;
- travel schedules, project itineraries, and lodging contact (address, phone, fax) information;
- emergency contact information for ALL participants, including faculty, staff, and students. *(HMF staff will provide emergency contact information forms for that purpose and will compile the information and provide one-page copies for all participants a week in advance of the departure date.);* and
- completed and signed travel waiver forms. The coordinator will distribute and obtain signatures on the forms for ALL participants, including faculty, staff, and students. *(HMF staff will provide an electronic version of the College's standard waiver forms that the project coordinator may adapt for his or her project.)*

STUDENT SELECTION: While the process for selecting student participants is up to the project coordinator, certain criteria apply at the time of application and during the project time frame:

- student participants may not be on academic probation;
- student participants may not be on other disciplinary probation; and
- student participants' College Business Office accounts must be in "good financial standing."

Whether students apply to participate or are designated by other means, the project coordinator will determine that selected students are indeed eligible before making travel or other arrangements. All student participants must sign a statement giving the project coordinator permission to contact staff of the College Business Office and Offices of Student and Academic Affairs to obtain information about their academic, disciplinary, and financial status at the College. *(Recommended student eligibility and application forms are attached.)*

EXPENDITURES: Expenditures for academic year projects should be completed by May 1. HMF staff may help with financial arrangements through use of College VISA credit card, purchase orders, payment requests, and cash advances. However at least one month's notice will be required for all such arrangements. If the project takes place during the summer break when HMF staff are not routinely on campus, at least two months' notice may be required for financial arrangements.

FINAL REPORT: Within one month after the project ends, the coordinator will submit a brief written final report on the project, including evaluations by student and other faculty participants and project reports by students. The coordinator should notify HMF staff about any public or other presentations on the project.