The content in this handbook describes the standards and procedures for the College of Architecture and Planning Global Study Programs.
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Section 1- Introduction

This handbook is intended to assist and guide CAP faculty members who wish to develop and lead a faculty-led global study program. It contains information about policies and procedures required of global study programs. This is a guide to facilitate the development of faculty-led global study programs, provide direction for securing the necessary approvals, and offer guidelines for budgeting, organizing, recruiting, and conducting these programs.

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Section 3 - CAP Global Study Committee

The CAP Global Study Committee was created to both expand and refine the College of Architecture and Planning’s international education programs by following four key principles: 1) strategically focus CAP programs in certain regions of the world where we can be most effective; 2) integrate the international experiences more fully into the life of the college and the existing degree programs; 3) provide centralized support staff for great efficiencies.

The Committee is made up of the Associate Dean, Department Chairs from Architecture, Landscape Architecture, Urban and Regional Planning, Urban Design, and Historic Preservation, the Undergraduate Director, and a CAP global study coordinator. All international proposals will be brought to the committee for review and approval. The committee welcomes faculty members with international contacts or experience to develop and submit a program proposal. The committee will be charged with evaluating existing programs as well as recommending the suspension or reallocation of faculty for global study programs.

The coordinator will provide the following services:

- Give assistance on how to develop a program
- Supply all required procedures for the establishment of the program, including program application
- Assist with promotion and student recruitment
- Assist with pre-departure orientation sessions
- Facilitate transition to the Office of International Affairs
- Works with student enrollment, advising, and degree conferral
- Coordinates CAP global study scholarship process

Section 4 - Roles and Responsibilities of the Office of Global Education/Study Abroad

The Office of Global Education is responsible for the overall management of all CU Denver students seeking to study, research, intern, and learn outside the US. Programs taught, supervised and organized with CU Denver faculty are one way to integrate global learning into the curriculum and to offer international educational opportunities to CU Denver students. Global Education works with the Office of International Affairs, Colleges, Schools and Departments to develop a portfolio of education abroad programs for CU Denver students. Global Education is committed to implementing safe, challenging, affordable and well-organized education abroad opportunities for CU Denver students. Sometimes for any number of reasons, Global Education may not be able to administer every proposed global study program.

Program development – Global Education is charged with working with departments, colleges, and schools to develop and maintain safe, financially viable, sustainable, quality international education programs. They will work with faculty members to determine the most appropriate type of program for their academic objectives which may include; travel study, field study, studio and experiential learning opportunities. Global Education can help identify potential resources, providers, and partners to support faculty and their programs abroad. They will also negotiate or help support negotiations with overseas providers. Global Education works with the OGE Finance Department to develop a budget, establish a program price, and pay program expenses. Global
Education consults with the Offices of Procurement and Legal Affairs to negotiate and sign contracts, agreements, and other documents necessary to ensure payment and protection of university interests. Where necessary, they work closely with University (system and CU Denver) Risk Management to develop risk, safety and security plans.

**Program promotion** – Global Education organizes two study abroad fairs per year, occasional study abroad tables and other promotional events at Tivoli and other convenient venues. They manage the Global Education website which includes lists and features of Global Study, Field Study and other programs. Global Education produces and distributes program brochures to students, faculty members, departments, and other locations on campus. They maintain three promotional “windows” two in the North Classroom and the other in the library.

Many programs are suitable to students beyond CU Denver. OGE will help target and recruit qualified students from other US institutions to participate in CU Denver programs. The inclusion of other qualified students benefits programs in several ways including diversity, strengthening financial stability, recruiting into CU Denver graduate programs, etc. OGE will manage student enrolment, distribution of pre-departure materials and transcripts.

**Faculty and program support** – Leading students abroad on an educational program can be one of the most rewarding professional experiences. They strive to support all faculty engaged in organizing travel study, field study, research and clinical international education programs. They know of a range of reputable “third-party providers” who can assist with the implementation of your global study program. Global Education uses a centralized information management system called “StudioAbroad” which helps organize, track and manage student and program data. Every spring, OGE and the Center for Faculty Development organize a workshop to prepare faculty to lead programs abroad. This workshop is mandatory for all faculty leading programs abroad. You only need to take the workshop once, but are welcome to repeat as the dynamic of each workshop is unique. Their website has a faculty section that provides centralized access to University policies, procedures, and protocols. It has an extensive resource site with a range of information related to international education, insurance, risk management, establishing a memorandum of understanding (MOU) with a foreign partner, StudioAbroad FAQ’s, and OGE contact information. OGE appreciates your feedback, positive and negative, on ways in which they can improve our service to you, your department and your students.

**Budget and financial management** – Global Education and the Office of International Affairs Finance Department collaborates with faculty to develop a program budget. They will also arrange payments for the different aspects of the program. Often, payments are made while the program is underway abroad. OGE will also arrange for cash advances, etc. to facilitate those payments. Upon return, OGE will submit receipts for program expenses for reimbursement. They will prepare a final balance sheet of program costs.

**Student advising** – Global Education advises students about study abroad programs and opportunities. The online application system enables us to offer more program specific information about travel, visas, living arrangements, etc. They provide information about applying for scholarships and financial aid to support their study abroad ambitions. We work with faculty to prepare and deliver pre-departure orientations.
Global Education/Study Abroad Staff Contact Information

Meghan Atherton
Study Abroad
Office 303-315-2473
meghan.atherton@ucdenver.edu

Alana Jones
Interim Senior Director of International Operations
Office 303-315-0036
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Asia Study Abroad
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John Sunnygard
Director of Global Education
Office 303-315-2018
Cell 303-807-9956
john.sunnygard@ucdenver.edu

Section 5- Roles and Responsibilities of a Faculty Program Director

Leading a global study program requires a commitment of time and energy. Faculty directors are involved in most aspects of the program before, during and after. Additionally they are on duty 24 hours a day while abroad. Faculty who want to develop a global study program will work with CAP and OGE to obtain approval of the program and coordinate the development of the program. CAP faculty who have led programs in the past can propose a continuation of the program. To guarantee the quality and viability of these programs faculty must propose a new program a minimum of one year prior to the program run dates. Faculty directors are responsible for:

- Proposal submissions to their academic departments, CAP study abroad committee, and Studio Abroad application
- Coordinate with OGE on program cost, itinerary, travel and accommodation arrangements, and site arrangement
- Communicate with potential applicants information regarding the program, cost, itinerary, and travel accommodations
- Maintain basic academic responsibilities (student assessment, final reports, grading policies)
- Stay in regular contact with program applicants/participants prior to the start of the program and for following up after the end of the program
- Provide participants, CAP, and OGE with detailed program itinerary that includes emergency contact information
- Facilitate pre-departure orientation with students. Invite necessary parties to attend
- Administer required evaluation instruments

Section 6- Program Planning Administration

Developing a global study program is a collaborative process. Faculty are asked to start within their own department; first consulting with the Chair and other department members. During this time an overview is provided. First approval will come from the department. Once approved faculty will submit a formal proposal
will be given to the CAP global study committee. If you have an idea of a global study program you are encouraged to start the planning process immediately. Please note that the CAP planning timeline is different than OGE’s timeline. More advanced planning is required on behalf of the proposing faculty member and the CAP global study committee.

<table>
<thead>
<tr>
<th>Winterim Global Study Programs</th>
<th>Summer Global Study Programs</th>
<th>Programs Involving MOU’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1st</td>
<td>April 1st</td>
<td>TBD</td>
</tr>
<tr>
<td>All proposals must be submitted by this date to the CAP Global Study Committee</td>
<td>All proposals must be submitted by this date to the CAP Global Study Committee</td>
<td>All MOU request forms are submitted by this date to the CAP Global Study Committee</td>
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<tr>
<td>May 1st</td>
<td>May 1st</td>
<td>TBD</td>
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<tr>
<td>CAP Global Study Committee will approve all applications by this date. Once approved faculty will work with OGE</td>
<td>CAP Global Study Committee will approve all applications by this date. Once approved faculty will work with OGE</td>
<td>CAP Global Study Committee will approve all applications by this date. Once approved MOU drafting process begins</td>
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I. Planning Timelines:

Winterim Global Study Programs:
August-March: Faculty members begin conversations a year in advance with their department to discuss new and existing program ideas to be held during the Winterim. Once the department approves the program to move forward the faculty member/s will complete the interdepartmental application that will be submitted to the CAP global study committee.

April: The CAP Global Study Committee reviews program proposals. The Global Study Coordinator will notify faculty about final decisions.

July: Faculty will submit StudioAbroad applications through OGE.

July-October: Recruitment for the program occurs during this period of time. Program details are finalized. Logistics are confirmed.

October: Application deadline for prospective students. Final headcount completed. Student deposits are placed.

November: Pre-departure orientation is completed.

December-January: Program is hosted.

January-March: Post-program evaluation is completed.

Summer Global Study Programs:

- **Fall/Spring Semester**
  - Beginning department discussions
  - Faculty begin to complete program request forms
  - Receive department approval
  - CAP Global Study Committee meets to review department discussions

- **Summer Semester**
  - Submit Studio Abroad application

- **Fall Semester**
  - Student recruitment
  - Program details finalized
  - Logistics are confirmed
  - Promotional materials are created

- **Spring Semester**
  - Student application deadline
  - Final headcount
  - Deposits placed by students
  - Pre-departure orientation

- **Summer Semester**
  - Program hosted
  - Post program evaluation
August-March: Faculty members begin conversations a year in advance with their department to discuss new and existing program ideas to be held during the summer term. Once the department approves the program to move forward the faculty member/s will complete the interdepartmental application that will be submitted to the CAP global study committee.

April: The CAP Global Study Committee reviews program proposals. The Global Study Coordinator will notify faculty about final decisions.

August: Faculty will submit StudioAbroad applications through OGE.

August-February: Recruitment for the program occurs during this period of time. Program details are finalized. Logistics are confirmed. CAP global study scholarship deadline is February 1.

March-April: Application deadline for prospective students due on March 1st. Final headcount completed. Student deposits are placed.

May: Pre-departure orientation is completed.

May-July: Program is hosted.

August-September: Post-program evaluation is completed.

**Exchange/Dual Degree/Joint Degree and Collaborations involving MOU’s:**

**Summer Semester**
- Beginning department discussions
- MOU request forms completed
- CAP Global Study Committee meets if new MOUs are submitted

**Fall Semester**
- Submit formal MOU paperwork with OGE
- Drafted MOU goes to CAP leadership
- Required signatures obtained

**Spring Semester**
- Program details finalized
- Logistics are confirmed
- Student recruitment
- Student application deadline

**Summer Semester**
- Final headcount
- Deposits placed by students
- Pre-departure orientation

**Fall Semester**
- Exchange/Program hosted
faculty member/s will complete the interdepartmental application that will be submitted to the CAP global study committee

September-December: If the committee approves the MOU to move forward a drafted MOU goes to CAP leadership for review and approval. All CAP Assistant and Associate Deans must review the MOU before OGE obtains the finalized copy. OGE will work on obtaining all formal signatures from both participating institutions.

January-April: Information on the program is posted on the OGE website and promotional materials are created. Student recruitment begins (if applicable). Administrative processing is finalized for the exchange

May: Final headcount for the exchange is completed. Pre-departure orientation is held

August-?: Program is hosted

*Note: Exchange programs may occur on a different timeline than the one noted above. All MOU’s proposals must begin a year in advance from the proposed beginning semester

II. Proposing a global study program:

Tenure/tenured faculty and clinical track faculty are permitted to submit proposals for global study programs. Lecturer/instructor or adjunct ranked faculty have to acquire permission from their department Chair to submit global study programs.

New and existing programs require a proposal to be submitted to the department and CAP global study committee. Faculty are asked to talk about the program goals, detail curricular plans, include a projected costs, and supply a tentative syllabus. All programs must be vetted and approved one full academic calendar year prior to departure.

Additionally, it is recommended that all global study programs have two faculty sponsors in order to prevent burnout and ensure that programs continue to be hosted in future years. If there is not a second faculty sponsor listed the department Chair will be held as the responsible second party.

Any proposed global study studios have to be department and college approved.

Before planning a global study program, a few questions should be asked:

- Does the program fill a curricular need for the department?
- Is there an existing program that already meets these needs?
- Does this program offer something unique that will encourage student enrollment?
- Are projected costs reasonable to ask students to incur?
- Is there a specific reason that this program should take place in the noted location?
- Are there anticipated minimum academic or language prerequisites for participating students?
Global Study Proposal Steps:

1. All faculty submitting proposals must meet with their departments for initial approval to submit a formal proposal to the CAP Global Study Committee
2. Faculty complete the mandatory program proposal document
3. Once the program is CAP approved faculty will begin working with OGE on submitting a StudioAbroad application
4. The CAP Global Study Committee must submit recommendations to OGE stating their support of the programs. OGE will be sending a questionnaire to the Academic Chair to complete
5. Once the StudioAbroad application and all supporting document have been submitted John Sunnygard will review and approve the program. If any follow-up questions are present OGE will work with the faculty member directly
6. OGE will work with either the faculty member or 3rd party providers on booking accommodations
7. OGE will work congruently with CAP to schedule information sessions, create brochures, and distribute information to prospective students
8. The course coordinator will create the course(s) with CAP and the CAP global study coordinator will facilitate the billing and student enrollment process

(See Appendix A for program proposal document)

Exchange/Dual Degree/Joint Degree Steps:

1. Faculty must meet with their departments for initial approval to submit a formal proposal to the CAP Global Study Committee
2. Faculty complete the mandatory MOU proposal document
   - Exchanges must be sustainable for no less than three years
3. Once the exchange is CAP approved faculty and/or the department will begin working with OGE
   - It is the responsibility of both parties to be aware of any previously established partnerships and if so, could the new initiative be combined with those
4. OGE will begin the formal MOU process which will solidify the partnership between the two initiatives
   - The faculty member will complete and submit the International Memorandum of Understanding (MOU) and MOU Addendum Request Form to Alana Jones in OIE
5. The Senior Director of International Relations will create a drafted MOU from the information obtained and will collaborate with CAP while doing so
6. If two different languages are used, each copy must be certified for translated meaning
7. Once a draft has been completed, the MOU will be circulated for approval and signatures from both CU Denver and the respective party will be obtained. Expect a minimum of a two to three week turnaround to obtain all needed signatures
8. CAP Global Study Committee will work with the faculty member to determine the application process for CAP student involvement.

9. The coordinator will create the course with CAP, and will facilitate the billing process with OIE and the Bursar. The Staff Member will be responsible for working with student enrollment and ensuring that the course will count towards a student’s degree requirements.

(See Appendix B for MOU proposal document)

III. Recruitment:

Faculty directors must make a personal commitment of their time to recruit students to participate in the global study program. Faculty will be asked to share their personal experiences, enthusiasm, and expertise of the locations and program with prospective students.

Faculty directors are asked to participate in the following recruitment activities:

- Assist with promotional materials and website content
- Hold a minimum of two recruitment meetings covering program details with prospective students
- Provide information about the program to colleagues and urge them to bring the program to attention of potential students
- Respond to any inquiry emails or phone calls

IV. Management of Application and Acceptance Decisions:

The Office of International Affairs will manage student applications through the Studio Abroad application. Once the deadline has passed the OGE Study Abroad coordinator assigned to the program will provide application access to the faculty director(s). Applications will be reviewed and the faculty director will make acceptance decisions. In order for a program to run at least 12 students must be accepted and have enrollment deposits placed by the assigned deadline as determined by OGE.

V. Trip Deposits, Final Payments, Refunds:

Payment of Non-Refundable Deposit upon Commitment

- Global Study programs include a non-refundable $400 charge.
- After students have been notified of their acceptance to the program, their commitment will be confirmed upon receipt of a $200 deposit (50% of the non-refundable $400 charge).
- The remaining $200 will be included in their total program charge.
- For the $200 deposit, student’s make a check or money order out to the University of Colorado for $200 and are asked to write down their student ID and program name on the check.
• Students are asked to bring their check or money order to the Office of Global Education (not the Bursar’s office).
• Students can also mail your check or money order to our office:

  The Office of Global Education  
  Campus Box DC A005/185  
  PO Box 173364  
  Denver, CO 80217-3364

If for any reason the program is cancelled they will receive a refund of your $200 deposit.

**Financial Obligations for Withdrawals**

• Students cancelling 60 or more days before the start of the program will be billed for the remaining 50% of the $400 non-refundable charge (and late fee, if applicable), and any expenditures for the program which have already been made on your behalf.
• Students cancelling 59 to 31 days prior to the program start date will be billed for 50% of the program cost, plus the remaining 50% of the $400 non-refundable charge (and late fee, if applicable), and any expenditures for the program which have already been made.
• Students cancelling after 30 days before the start of the program will be billed for the full program charge.

**Appeal Process for Medical Withdrawals**

• In the case of substantiated, unforeseen or unanticipated medical reasons, appeals may be made to the Director of Global Education. Notification of withdrawal must be submitted in writing with supporting documentation to the Director of Global Education.

**Section 7- Post Program Evaluation**

OGE will administer an electronic program evaluation following the program. The evaluation includes questions about OGE’s service, logistical and programmatic elements of their experience. Course evaluations are handled separately through the university’s FCQ process. Program evaluations will be shared with faculty and discussed with them. OGE will meet with faculty directors to discuss the entire program process. They seek constructive suggestions to improve all aspects of the student and program experience.

**Section 8- Acknowledgements**

Particular thanks are given to the following departments and institutions for direction and borrowed content contained in this handbook for faculty-led programs:

- CU Denver Global Education/Study Abroad
- Georgia Regents University Study Abroad Office
- SUNY New Paltz Study Abroad Office