



Faculty Handbook for Global Study Programs 2021-2022

Introduction

What is a Global Study Program?

Global Study programs are academically rigorous, culturally relevant learning opportunities delivered outside the United States by CU Denver faculty. A program transcends the academic course to include cultural, interpersonal, and intrapersonal learning and growth. Global Study programs range from two to four weeks in length, and take place during the Winter, Maymester, or Summer academic terms. The travel may also take place over spring or fall breaks as an additional component to an on-campus course.

I'm interested! What's my next step?

Before beginning the proposal process, we urge you to meet with the Global Education staff to discuss the proposal process and your program intentions, location, logistics, etc. Send an email to study.abroad@ucdenver.edu to get started.

What's in the proposal application?

The Global Study Proposal application asks questions that permit a careful review of the program's academic content and rigor; curricular "fit" into department, school/college, and university internationalization goals; student learning and development objectives; program continuity; fiscal and market viability; and risk, health, and safety practices and management. The following gives you an idea of some, but not all, of the areas addressed:

- Program name, location, dates, description, motivation, and who will teach and/or support
- Faculty leaders' past international experience and experience leading groups of students
- CU Denver course information and syllabus
- Daily schedule that indicates contact hours vs. excursions vs. free time
- Will you use a third-party or on-site provider to assist with in-country logistics such as accommodations, transportation, classroom space?
- Recruitment plan.
- Draft program budget/cost of program.
- Identification of potential risks and risk mitigation measures.

When are faculty program proposals due?

OGE uses an online proposal application process for all faculty interested in leading students on a course abroad. The proposal application will open in early spring for all programs to take place the following academic year. For Winter programs, the application is due **March 1** the prior year; for Maymester/Summer programs, the application is due **July 1** the prior year.

Who reviews the proposals?

Submitted proposals will be reviewed by the Global Education Advisory Committee (GEAC), an interdisciplinary committee comprised of faculty, staff, and students invested in international education. The proposal application will prompt you to obtain approvals from your academic department and/or school/college, but we encourage you to begin those discussions well in advance of submitting a proposal.

A successful program is one that is fully developed by the proposal deadline. Experience has shown that successful recruitment requires significant advanced planning, and thus program development should be completed prior to any recruitment efforts. Please note that OGE will not begin marketing your program until it is approved by GEAC. We regret that for a variety of reasons not all program proposals will be approved.

By completing the proposal process, you are agreeing to the general terms and responsibilities of organizing and delivering a high-quality international academic program as outlined in this handbook and conversations with OGE. Faculty submitting proposals also agree to the terms in the *Faculty Member Agreement* (see Appendix 1).

What else should I know before getting started?

Faculty should be aware of the International Travel Policy for Students. Proposals for programs in countries with a U.S. State Department Travel Advisory of a Level 3 (Reconsider Travel) will have to go through a rigorous appeal process. Students are not permitted to travel to destinations with a Travel Advisory of a Level 4, and this restriction cannot be appealed.

This handbook is written as a Frequently Asked Questions (FAQ) document and provides policies, guidelines, and suggestions for designing and proposing a short-term study abroad program. Questions about the proposal process should be directed to study.abroad@ucdenver.edu.

The FAQ is divided into five categories:

- I. Program Design and Implementation
- II. Program Budgeting
- III. International Risk Management
- IV. Roles and Responsibilities: Faculty
- V. Roles and Responsibilities: Office of Global Education

FAQ

I. Program Design and Implementation

When can I take students abroad?

The majority of our current faculty-led courses are for two to four weeks in duration generally over Winter break, Maymester, and summer. However, there is a growing interest in offering courses over

the spring break week or embedding travel mid-way through during spring break as part of an existing spring semester course. You may also do the same during a fall course that includes travel over fall break.

What is the best location for the program?

Faculty leaders should have *significant* background in the location or region and should demonstrate expertise about the academic content, location, and the significance of the course content at the location. If you are planning to go to a new country, please describe your knowledge of the host country and culture, and the relevance of your experience with your academic discipline in that country. For field schools, clinical, and studio-based programs, describe the unique characteristics of the location for the work to be done. Will the project or location require any special permits, have access limitations, additional fees, etc.? High risk program locations, including destinations with a Level 3 U.S. State Department Travel Advisory, will require additional approval processes.

How many locations can I include in my proposal?

For academic, cost, and liability reasons, strong preference is given to programs based at a single location. Multi-country comparative programs may be considered for summer programs of four weeks or longer. Carefully consider which one or two locations best fit your academic discipline and the courses being taught on the program.

What is a program name?

The program name may be different from the course name and title. Descriptive, catchy titles are best, e.g. “A Window on China,” “Food Fight in Spain,” “Sustainability Along the Yangtze,” etc. Note that all Global Study programs will appear in our directory in this format: “CU Denver in [Country]: [Catchy Name].”

What is the program description?

The program description helps market the program. The description should be approximately 300 words and give an overview of the program including academic approaches and content, the unique connection between the course and the location(s), and what students will learn by participating in the program. The description will be the key description in printed program materials and online. For examples, please visit the OGE [program directory](#).

What course(s) should be offered?

Ideally, the program will serve a broad cross section of CU Denver’s diverse community. Courses should demonstrate relevant links between the rigor of CU Denver’s curriculum with the unique learning and individual growth opportunities of the selected site. Many programs offer both graduate and undergraduate courses; some courses are cross-listed between departments.

CU Denver is unique in that approximately one third of students participating in Global Study programs are graduate students. Courses must follow CU Denver academic guidelines and policies for content, rigor, and assessment. Courses taught abroad become part of student’s degree. Global Study courses may be drawn from the course catalog, or where this is not possible, most departments have

an XXXX N995 course number specifically for Global Study. Prior to completing the proposal application, determine with your academic department and/or school/college what course code(s) you may use for the study abroad course.

Who teaches the course(s)? How are contact hours balanced among faculty lectures, guest lectures and content delivered by guides/hosts on excursions?

Global Study courses should meet the highest standards of academic excellence. Staff interested in leading a program must obtain a faculty appointment from the relevant department. Faculty are expected to deliver the same contact hours that they would if they were teaching on campus. Faculty must meet with the department chair or associate dean to discuss expectations for contact hours in international courses. Global Study programs afford distinct learning opportunities compared with traditional courses taught in a domestic classroom setting. Generally, all Global Study programs are grounded in academic structures (courses, field research, service learning, etc.) taught and evaluated by CU Denver faculty. Well-structured tours and site visits complement lectures. Course content should be delivered and assessed by the faculty leader(s) contracted to teach the course. We encourage the special perspective offered by qualified guest lecturers. Local scholars and practitioners may give presentations during class time with the CU Denver faculty leader present. Compensation, i.e. honoraria, for guest lecturers should be included in the program budget. Often, government officials, business people, and other lecturers may not be allowed to accept an honorarium. Tour guides, local experts, museum guides, or excursion hosts may also have valuable perspectives, but are not generally considered qualified academic staff.

What should the syllabus look like?

Syllabi must follow established CU Denver guidelines for content and structure. Please include the following:

- Course description
- Clear learning objectives that include intercultural growth objectives
- Instructional methods (lecture, discussion, group work, field trips, etc.)
- Special requirements (e.g. prerequisites? physical ability? language requirements? research background?)
- Grading - a percentage must be given to each grading element (e.g. attendance, participation, projects, exams, and consequences of absences, tardiness, etc.)
- Attendance policy
- Course outline (What hours students will be in class? On excursions? In studio, field, etc.)
- Number and duration of pre-departure meetings
- Standard university language around academic integrity and accessibility

Who may participate?

There are two aspects to student qualifications for participation in a program abroad: 1) Academic preparation; and 2) Program expectations and preparedness. Course prerequisites follow standard course requirements to maintain an adequate level of background for instruction. Each program will have different expectations and requirements of participants. In circumstances where students live and travel together, encounter significant cultural differences, and may encounter physical and

emotional challenges not found in regular classrooms, students' motivations and attitudes can dramatically impact the learning environment. Faculty leaders should clearly spell out expectations and disclose safety and security concerns, particularly those impacting students, e.g. "experience camping and fitness for extended time in remote field locations;" "demonstrated ability to collaborate with other students on a group project;" "professional attitude and demeanor;" "openness to other cultures and cultural differences," etc.

Faculty leaders must clearly indicate the criteria they will use to evaluate a student's eligibility to participate in the program. OGE minimum eligibility requirements include: 2.5 or higher GPA, completion of a semester of college coursework at time of application; clean disciplinary record, statement of purpose, and interview with the faculty leader(s). Additional requirements may include: higher GPA; letter of recommendation; portfolio of work, etc. The application management system enables faculty to "review" and "recommend" or "reject" applicants. **Faculty must inform OGE in order to formally accept students to the program.**

All program participants must be registered as a CU Denver student prior to the first pre-departure meeting and be pursuing the course for credit. Spouses, partners, children, and other non-participants may not join in any program activities. Guests are not permitted in program accommodation or on university sponsored trips. Exceptions to this policy must be agreed to by the faculty member, OGE, and the department during the program proposal process. Exceptions are subject to waivers and other documentation required by the university and will incur additional costs at the discretion of OGE. Non-CU Denver students must first register with the university as a non-degree seeking student so that they may register for the course.

What is a "program date?"

Accurate program dates are essential for students' travel planning. Tentative dates should be given for the proposal. Dates must be confirmed prior to program confirmation. This gives students sufficient time to make personal and travel arrangements. It is essential the dates are clear and do not change.

Program start date/arrival date: The date students must arrive on-site. For certain international destinations, the arrival date may be a day after the departure date from the United States. The arrival location should also be specified and should include an airport if the city has multiple airports. *The program start date is the first night that the program will provide accommodation.*

Program end date/departure date: The date students must check out of their program-sponsored accommodations, and the earliest date students may book a return flight to the United States or embark on personal travel. The departure city and airport should be specified.

What is the "daily schedule?"

Please include a tentative daily schedule, clearly delineating between: 1) time spent with the faculty delivering course content; 2) time spent on excursions – identifying class-related excursions, cultural excursions, historical excursions, research excursions; 3) research time (if appropriate), 4) studio/lab time, and; 5) student free time. The daily schedule is important not only to ensure the academic

integrity of the program, but also to clearly identify free time. Most faculty include a daily schedule in the draft syllabus. The daily schedules may help to clarify liability issues when students undertake activities on their own. We recognize that days and times may not be set in stone, but we expect that the academic content and contact hours will stay the same.

What is a program excursion?

Excursions are complementary learning activities that use local resources to enhance the course and program content. They may include, but are certainly not limited to, company visits, museum visits, participation in local ceremonies, attendance at arts or cultural performances, etc. Program excursions and related activities should pertain *directly* to course content, research and/or other fieldwork, and/or to an understanding of local history and culture.

What transportation methods should I use?

The university requires that all CU Denver programs utilize public transportation or professional, hired transportation. University personnel and students are prohibited from renting and driving vehicles while abroad.

Can we get some help from a travel agent or other local provider?

All program activities should be selected and arranged by the faculty leader since they are linked to a faculty member's course. In some locations, Global Education will assist the faculty leader in identifying a third-party study abroad provider with local resources and expertise. Travel agents and third-party providers can arrange for in-country group transportation, e.g. buses, trains, etc. Generally, programs cannot support guides who accompany the group unless there is a significant language barrier or poor infrastructure in the host country.

What is the importance of "free" time on programs?

Students need time to think, analyze, reflect, and explore the course, their new surroundings, and people. While the nature of a short-term study abroad program lends itself easily to logging a high number of contact hours, we encourage designated space in the itinerary, outside of contact hours, for student reflection and independence.

The university recognizes that, as a practical matter, faculty cannot personally monitor the conduct of students participating in study abroad programs at all times. However, students participating in study abroad programs are under the faculty leader's supervision and guidance for the duration of the program. Faculty are expected to implement and enforce the University's policies and protocols regarding student participation in study abroad programs, including the CU Denver Code of Conduct. During the application process with OGE, the students sign a thorough *Release from Responsibility, Assumption of Risk, and Waiver* that supports faculty authority during the program abroad.

What needs to be done if I travel during a free day or weekend on a program?

The CU Denver-administered study abroad program may include a free weekend. Faculty choosing to travel to another city or overnight to another location within the program country within the dates of the program may do so, but are expected to provide the following to their students and OGE staff contact:

- Date/time of departure & return

- Train/flight # for departure & return
- Name, address, and phone number of accommodations (e.g. hostel, hotel, bed and breakfast, etc.).

If any of the above changes notify your students and OGE staff contact as soon as possible.

Keep in mind that you are still the primary contact for all students while you are traveling from the home location of your program, so ensure that students will still be able to reach you while away.

Do we have the option of delivering course material before we leave and allowing assignments to be turned in after we return?

Yes. If you wish to begin your course and start accruing contact hours before the start date of the program abroad that is permitted as long as the pre-trip course meeting(s) are during the term of your program. In other words, *academic* work cannot be required during the semester prior to departure.

Can faculty arrive in our host country early?

Yes, but additional/related expenses to arriving early may not be covered by the program budget. Budgets may include faculty per diem and accommodation for the program dates, and up to two additional days, before or after the program, if necessary, strictly for programmatic purposes.

How many students are required for a program to be approved?

For a program to be financially feasible and academically enriching, OGE requires that a minimum of 10 students enroll in programs with one faculty leader and a minimum of 12 students in programs with two faculty co-leaders. Programs with co-leaders should give compelling rationale for two faculty; e.g. two courses, highly integrated interdisciplinary approach to the subject, etc. There are times when even those numbers are not sufficient to make a program viable and you may need more students. Programs that for logistical reasons require less than 10 students will need prior approval from their home department and OGE. These programs will need to be budgeted with the lower number of students from the beginning.

Is there a limit to the number of students that may participate in a program?

Yes – The maximum number of students is 16 students for a faculty member teaching alone, and 24 students for programs with two faculty members. However, the availability of facilities and nature of some programs, such as field schools, may reduce the maximum number of students.

How can I post photographs?

We encourage you to send us 5 – 10 original electronic images that capture the spirit of your proposed program. These can be uploaded as part of the online proposal process. High resolution photos are preferred.

How can I make my course more accessible to students with disabilities?

OGE encourages faculty to think of designing their course, if possible, so that it is accessible to all students regardless of their disability. The CU Denver Office of Disability Resources and Services (DRS) can assist a student in obtaining a reasonable accommodation for the course as long as that student is registered with DRS. It is important for students to disclose their disability as early as

possible so CU Denver can help the student make study abroad a reality! For more resources, please see the MIUSA site: <https://www.miusa.org/resource/tipsheet/facultyled>

If my program is cancelled due to travel restrictions related to safety and security issues, can I teach my course as a “virtual study abroad”?

Yes! Please speak to a staff member with OGE about what your virtual course could look like. Due to COVID-19, we’ve learned to pivot and adapt quickly to new situations. We have already converted several traditional study abroad programming to virtual. Ask us how!

II. Program Budgeting

How do I get started on a draft program budget?

The program application includes a budget template you are required to use. This template is an Excel spreadsheet and includes a drop down menu for the school/college where this course will be housed. In the title heading, please give your program name and the term (e.g. Maymester, Summer, Winter, Spring, Fall). You may add extra rows as necessary, please indicate whether the expense is per student or a single program expense.

What should I put as my salary in the budget?

When determining your salary speak to your school or college’s Finance administrator to determine appropriate compensation for your course. Some schools and colleges have a cap on the amount a faculty may receive for their course.

How is the program price determined?

We estimate per student and group costs for all program related expenses. Program related expenses include costs required by the University. These costs are not negotiable. The program budget also includes faculty salary and faculty expenses such as accommodations and airfare. The final program price is based on the total estimated budget for the program divided by a conservative estimate of the number of student participants. Meeting budgeted enrollment targets is essential to a financially viable program. Once the program fee is set it is fixed; the program must operate within budget.

What if there is a deficit or money left over?

The budget process is designed to break even. Global Education and the University cannot sustain programs that lose money. Proper budgeting, financial management and recruiting should achieve those goals. If a program is undersubscribed on the confirmation date and the budget cannot be revised to prevent an operating deficit, the program will be cancelled. Exceptions are extremely rare and must be justified by the college/school and OGE. Unanticipated losses will be carefully analyzed and discussed with the college and/or department within the context of future program sustainability.

OGE divides any surplus revenues into three funds: Contingency, Program Development, and Scholarships. Contingency funds are used to respond to emergency situations, e.g., currency fluctuation, last minute cancellation, emergency evacuation due to unforeseen circumstances, etc. The very limited program development funds are used to support new ventures, invest in program

resources, training, etc. Scholarships are made available directly to Global Study students.

Will student airfares be included in the program fee?

No. Global Education is not a travel agent. Group tickets are often more expensive, offer limited flexibility, have high cancellation/change penalties, and many students prefer to make their own plans, use frequent flyer miles, etc. You may recommend a specific flight or itinerary to ease the arrival process or for complicated destinations. Also, students (and parents) appreciate when faculty share their itinerary so students may make arrangements for the same flights. Students and faculty are encouraged to purchase travel insurance for personal belongings and unforeseen travel changes.

What about visas for the country we will visit?

Faculty visa fees are included in the program budget. Generally, student visas are not included in the budget. Visa requirements have considerable variation and levels of complexity.

In most instances, and unless OGE specifies otherwise, *students* are responsible for all fees and costs associated with securing their visa. OGE is not in a position to act as a visa agent, handling individual passports, mailing documents – including express services – etc., unless there is no other realistic option. OGE will only organize visas according to the level of complexity, our ability (we cannot attend a personal interview, for example), and the practicality of offering this level of service.

OGE is proud that many international students participate on Global Study programs; note that international students may be required to obtain a visa to enter countries for which U.S. students do not need a visa.

What is considered an excursion cost?

An excursion cost includes transportation, admission fees, tour guides, additional instructional facilities, and gratuities, etc. If there are extra meals during the excursion (which have not been budgeted somewhere else), you should include those too.

Do I have to plan every expenditure? What if I spontaneously go to a great museum or cultural event that I didn't know existed?

We understand that you may have unexpected expenditures and that you may want to take advantage of opportunities as they arise. Keep this in mind as you plan the budget, and build an extra TBD excursion into the excursion portion of your budget to accommodate these items. Do not plan to overspend beyond what is budgeted for your program.

How do I budget for alcohol during meals or an alcohol related excursion?

The program budget cannot cover alcohol expenses for faculty/program support staff or students. This includes alcohol during group meals. If the program itinerary includes an excursion related to alcohol, even if it is bundled into a third party provider fee, faculty must follow university protocols to have this approved. Contact OGE staff for more information.

Since we may not know what we are in for when we travel overseas, are we allowed to visit the site(s) to explore academic opportunities and excursions in advance of the official program?

OGE has a limited pool of faculty development funds that you will need to apply for well in advance.

Site visits must take place prior to submission of the faculty proposal application. Please contact OGE for more information.

Are Faculty Leaders given the total amount of the student program fee to spend on-site?

No, faculty leaders may only spend what has been budgeted for program expenses. Prior to departure, faculty leaders, the OIA Finance unit, and OGE finalize and confirm the budget and agree to conform to University and program financial requirements. The Office of International Affairs maintains the university's strict reporting expectations concerning vendors, expenditures, receipts and spending to meet program and university guidelines.

How do I purchase my plane ticket?

Plane tickets cannot be purchased until programs have been confirmed by OGE. Only the University of Colorado authorized travel agent, Christopherson Business Travel (CBT) should be used to book faculty travel. You will first need to work with OGE to obtain the required information to book travel with CBT.

Effective Jan 4, 2016, all international travel will require pre-approval from both your academic department and the designated International Travel Approver (most likely your dean) prior to booking the travel. You can obtain approval for International Travel using the Concur System. If you have any questions, contact FinProHelp@cu.edu.

How much can faculty spend on accommodations?

Approval of housing costs is based on what is considered reasonable at that site. If a program has taken place at that location before, we will use previous expenses as a guide. The program will pay for a single hotel room or for a one-bedroom apartment. Due to the intense nature of short-term study abroad programs, we discourage accompanying family members during program dates. If you will need larger accommodations due to guests traveling with you on the program, you must pay the difference. Programs cannot support participation by unauthorized personnel during program time, this includes family members, unregistered students, research assistants, etc. Additionally, the university requires a signed waiver of responsibility for any non-university personnel traveling with you (e.g. family member or partner).

If we receive per diem, what does it cover?

The per diem is intended to help offset some of the extra expenses of travel such as restaurant meals, laundry, and dry cleaning. It is not intended to cover every possible personal expense, since you would incur personal expenses even if you did not travel abroad.

If there is a faculty leader leading the program, how many guest lecturers are permissible?

There is no standard for guest lectures, and the number varies widely from program to program. If you are taking students on excursions and an on-site representative is talking to the students, we ask you to consider carefully whether that person falls in to the category of guest lecture (giving an in-depth presentation on course material) or a guide/host for the excursion. If the person is providing less than an in-depth presentation on course material, then it is more appropriate to include any payment/honorarium in the costs of that excursion. Honoraria for guest lectures range widely

depending on the credentials of the individual, the role they play in the program, and the standards for honoraria in the host country. The university cannot pay more than \$500 per guest lecturer. The OIA Finance team requires a receipt (signed by the guest lecturer or faculty member) for each guest speaker. Please note, some speakers will not want an honorarium and may ask to make a donation to a charity of their choice, **Colorado law prohibits the university from making charitable donations.**

What about supplies – what types of things should we budget for?

In general the supplies category refers to consumable supplies – things like paper and pencils.

If you are designing a program with high technology costs – that may mean required Internet use for class, videotapes, digital cameras/video/photography equipment, please discuss these costs with your OGE program coordinator. High priced technology items require far more than we budget for typical study abroad programs and they will have to be approved (with appropriate justification) on a program-by-program basis. Carefully consider how the program can function without these services. Some equipment and resource costs are best covered by departments that may retain possession of the equipment following the course.

OGE cannot reimburse you for personal items (travel clock, electric plug adaptor, reading lamp, etc.) which you may wish to purchase to make your on-site lodging more comfortable, nor can we cover the cost of standard, routine immunizations or other medical procedures.

There is a category in the budget for communication – what does that refer to?

In general this category is for phone calls, fax, Internet, and other forms of communication. The average amount varies considerably, but a good starting figure would be \$100. We encourage the use of Skype, Zoom and other inexpensive (or free) providers.

Will the program provide a cell phone?

OGE does not offer cell phones to faculty. It is the responsibility of the faculty to determine the telecommunication plan that works best for their program. This may mean purchasing a SIM card upon entry to your host country, or subscribing to a temporary international plan with your current U.S. provider. Consider these costs when planning out your program budget. Please make OGE aware of your plan and what the best number to reach you will be once you arrive in country.

Organizing a Global Study program is a lot of work. Can I hire a Program Support person to travel with me?

Organizing a study abroad program is a lot of extra work. We appreciate your efforts! In most circumstances, it is best to work with a locally based provider or support system to help administer a program. They have local knowledge, expertise, and the appropriate language skills to effectively and safely coordinate local arrangements. In rare instances, to help you with the added challenges that may arise with more students, and if the budget allows, OGE may support including a Program Support person. A program must enroll at least 12 students in order to include the costs of a Program Support person. The Program Support's sole responsibility should be to assist you and your group. The Program Support will have some of his/her expenses covered and will receive a stipend in an amount agreed to by the faculty leader and OGE. All Program Supports must participate in the Faculty

Pre-Departure Orientation. For transparency purposes, it is important that you indicate in your proposal your personal relationship with the Program Support staff and clearly define his/her responsibilities and how s/he was appointed to the role.

How should I calculate the exchange rate?

OGE will provide you with an exchange rate to be used for budget planning. As exchange rates can fluctuate significantly between when the price is set and when program expenses are incurred, we will set the rate conservatively compared to the daily exchange rate.

III. Risk Management

Do I need International health and/or other insurance?

The program costs will include Gallagher International Health Insurance paired with ISOS evacuation services during your program dates. This is the same insurance we provide to student participants. In some instances OGE may use a different international health insurance provider. The Gallagher plan includes riders for political/security and natural disaster coverage for all participants. This is not travel insurance. If you or your students want travel insurance (e.g. flight delay, cancellation, theft, etc.) it will need to be purchased separately.

What should I know about risk management?

We believe it is important that participants enroll in the program knowing both the rewards and risks involved with it. As part of the proposal process we will ask about your concerns and potential risks associated with living and learning on your Global Study program. We have several resources available to assist you in identifying and mitigating risks, and we will provide support as needed.

What are you most concerned about?

We ask you to share your concerns with us so that we can best support you. Concerns may range from student mental health issues, alcohol and drugs, transportation issues, or the safety of accommodation.

What risk management resources are available to help me?

OGE works closely with the University's International Risk Management Committee to help manage international risk. The University has many resources that can provide information, support and advice on specific locations worldwide. These include:

- CU Denver Disability Resources and Services, 303.315.3510 at CU Denver and 303.724.5640 at CU Anschutz.
- CU Denver Student and Community Counseling Center, 303.315.7270
- The U.S. Department of State – We ask everyone to read the US Government's official advice on travel to countries. Additionally, we require all travelers who are US citizens to register with the State Department's STEP program.
- International SOS – The CU System subscribes to International SOS as an international emergency service provider; it is not insurance. ISOS provides an excellent website and enables you to have a phone consultation with a security analyst for your program site. –

<http://www.internationalsos.com> – 11BCAS000006

- Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>
- World Health Organization (WHO) - <http://www.who.int/en/>

IV. Roles and Responsibilities: Faculty

1. **Program Promotion** – Experience and formal studies indicate that faculty members are the single most effective means to promote a study abroad program. Second most effective are returned students or program “alumni.” OGE will produce printed and online materials, discuss with students during advising sessions, be available to speak with classes, organize two study abroad fairs per year, etc. We encourage you to participate in our study abroad fair. We encourage you to solicit the support of your departmental colleagues, academic advisors, and others to promote the program. We welcome suggestions to promote the program.

Many programs are suitable to students beyond CU Denver. If you desire, you may target and recruit qualified students from other U.S. institutions to participate in your program. OGE will facilitate non-CU Denver student enrollment and will communicate with students about ordering transcripts. Note that while OGE welcomes the participation of non-CU Denver students, it remains our primary goal to serve CU Denver students. Your recruitment plan and program budget should not rely on the participation of non-CU Denver students.

2. **Course Approval** – Faculty members are responsible for making sure that the proposed courses follow university and college guidelines. They are responsible for making certain the course is in the directory, has been approved by the department and college, and can be taught off-campus. The course numbers and titles must be correct before program promotion can begin. If the course will be cross-listed with another department, the faculty member is responsible for verifying the course number and title with the appropriate departmental and school/college authorities.
3. **Course Syllabus** – A draft syllabus must be submitted with the proposal. We understand that changes in plans and new opportunities may arise prior to departure, please submit revisions as they occur. Using the *daily schedule* to track schedule changes, e.g. visits, may be a helpful complement to the syllabus. Review revised University syllabus guidelines here: http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx and search Syllabus.
4. **Program Development** – Faculty will work with OGE staff to design and work with overseas partners, facilities, local transportation, etc. Faculty are expected to prepare a tentative calendar and budget for the program proposal.
As described earlier, faculty will work with OGE and the OIA Finance Director to develop a budget, determine payments, make financial arrangements, etc. Each program is different. For some programs, faculty will make most of the local arrangements and keep OGE informed. Sometimes, arrangements are discussed between the faculty and OGE and made by OGE.

5. **Faculty Pre-Departure Orientation.** This workshop is ***mandatory*** for all faculty and support staff leading programs. The workshop includes important information about faculty responsibilities; financial management, maintaining a positive learning environment; risk, safety, security, and emergency policies and procedures.
6. **Student Pre-Departure Orientation** – All students are required to attend one of OGE’s Pre-Departure Orientations. Faculty are also required to deliver at least one pre-departure meeting with their group. Most winter student pre-departure orientations take place in December and summer and Maymester orientations take place in April.
7. **Program Management and Delivery** – Study abroad programs are extremely complex and usually operate within a very narrow timeframe. Students should be given a final daily calendar prior to departure, ideally at the orientation. It is understood that excursions, dates, times and other plans are subject to change, this needs to be reiterated to students. Faculty members have many on-site responsibilities including:
 - Academic program including course delivery (45 instructional hours per 3 credit hours) and student assessment.
 - Overall program management including leading and troubleshooting accommodation, transportation, organizing guest lecturers, teaching locations, excursions and entry into sites of interest, etc.
 - Fostering a positive learning environment within a new cultural context and enforcing CU Denver’s Student Code of Conduct.
 - On-site implementation of university risk management protocols as outlined in the faculty pre-departure orientation and faculty handbook. Should an incident occur during the program, the faculty member is responsible for communicating and reporting to OGE.
 - Liaison between CU Denver and a local program provider (if a third party provider is used).
 - Remain on ground for the entirety of the course to deliver the course content.
 - Due to the highly concentrated nature of most CU Denver Global Study programs, faculty should not count on having time to conduct research during the official program dates.
 - Faculty are encouraged to organized a gathering after the program has ended and everyone has returned. Some programs already have this built in for students to give presentations while back in the United States.
8. **Program Finances** – Faculty are expected to organize and submit their receipts for reimbursement to the Office of International Affairs within 30 days of the program end date. Late submission of receipts may be treated as taxable income and reported to the IRS. All University travel policies apply: <https://www.cu.edu/psc/payables/travel.htm>. OIA’s Finance team cannot prepare the expense report until all receipts have been submitted to the office. As with all other University travel, reimbursement will not be possible for undocumented or unauthorized expenses (e.g. alcohol purchases).

9. **Program Review and Debrief** – Faculty Leaders are encouraged to submit a final evaluation or meet with OGE staff regarding the following:

- **Program overview** – A brief description of the program objectives, activities, content and delivery. How effectively did the program meet its objectives?
- **Program highlights** – What activities, events or sights were particularly significant? What unique learning occurred?
- **Challenges and incidents** – Did you face any particular difficulties (either in Denver or abroad) when implementing the program?
- **Contacts and institutional affiliations** – Please provide key contacts who could work with the program in the future or could contribute to CU Denver’s internationalization objectives.
- **Recommendations and conclusions** – Please provide any recommendations you have for future programs. OGE will provide student evaluations after grades have been turned in. What should be repeated, improved, or avoided? What are your thoughts on the program as a whole? Should it be continued? Is there scope to collaborate with colleagues from other departments?

10. **Risk Management** – Health and safety are among CU Denver’s primary concerns and commitments. We want all participants to be fully aware of differing risks that may be associated with studying abroad on each program. We are committed to everyone’s health and safety while abroad and fostering a safe learning and living environment for both students and faculty. Faculty are responsible for familiarizing themselves with safety and security risks and developing a program that recognizes and mitigates potential risks while delivering the fullest academic program possible. OGE and the International Risk Management Committee (IRMC) will work closely with you through this process. You will be asked to complete an “Emergency Action Plan” form that details resources available on site, and comprehensive contact information. Faculty are also responsible for reporting any health or safety incidents to OGE staff.

V. Roles and Responsibilities: Office of Global Education

OGE is responsible for the overall management of all CU Denver students seeking to study, research, intern, and learn outside of the U.S. 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. OGE works with OIA, Colleges, Schools, and Departments to develop a portfolio of education abroad programs for CU Denver students. OGE is committed to implementing challenging, affordable, and well-organized education abroad opportunities for CU Denver students. For a number of reasons, OGE may not be able to administer every proposed Global Study program.

1. **Program development** – OGE is charged with working with departments, colleges, and schools to develop and maintain financially viable, sustainable, quality international education programs. We will work with faculty members to determine the most appropriate type of program for their academic objectives which may include; field study, studio, and

experiential learning opportunities. OGE can help identify potential resources, providers, and partners to support faculty and their programs abroad. We will also negotiate or help support negotiations with overseas providers. OGE works with the OIA Finance Director to develop a budget, establish a program price, and pay program expenses. OGE consults with the Procurement Service Center (PSC) and University Counsel to negotiate and sign contracts, agreements, and other documents necessary to ensure payment and protection of university interests. Where necessary, we work closely with University (System and CU Denver) Risk Management to develop risk, safety, and security plans.

2. **Program promotion** – OGE organizes two study abroad fairs per year, occasional study abroad tables and other promotional events at the Tivoli, Student Commons, and other convenient campus venues. We manage the OGE website and the online application management system which includes information about all of our Global Study programs and more. OGE produces and distributes program brochures to students, faculty members, departments, and other locations on campus. We maintain promotional bulletin boards on campus. OGE also manages active Facebook and Instagram accounts where we promote study abroad opportunities.
3. **Faculty and program support** – Leading students abroad on an educational program can be one of the most rewarding professional experiences. We strive to support all faculty engaged in organizing global study, field study, research, and clinical international education programs. We know of a range of reputable “third-party providers” who can assist with the implementation of your Global Study program. Every Spring and Fall, OGE organizes a pre-departure orientation for faculty to prepare them to lead programs abroad. We appreciate your positive and constructive feedback on ways in which we can improve our services to you, your department, and your students.
4. **Budget and financial management** – OGE and the OIA Finance team collaborate with faculty to develop a program budget. We will also arrange payments for the different aspects of the program. Often, payments are made while the program is underway abroad. We will also arrange for cash advances, etc. to facilitate those payments. Upon return, we will submit receipts for program expenses for reimbursement. The OIA Finance team will prepare a final balance sheet of program costs.
5. **Student advising** – OGE advises students about study abroad programs and opportunities. We provide information about applying for scholarships and financial aid to support their study abroad ambitions. We prepare and deliver mandatory student pre-departure orientations in the late fall and late spring semesters.
6. **Evaluation** – Upon their return, students receive a program assessment from OGE. This differs from an FCQ in that the questions are around the program itself, rather than the academic content.
7. **Risk management** – The safety of CU Denver students, faculty, and staff is paramount. The International Risk Management Committee (IRMC) is charged with assessing potential risks that may arise from faculty, staff, and student involvement in international activities.

Additionally, OIA recommends courses of action that the university may or should take to respond to risks, security issues, natural disasters, for CU Denver personnel engaged in international activities. In many instances, the OIA is also charged with implementing agreed-upon guidelines and courses of action. OIA and OGE work with several different offices on and off campus to prepare and manage risk.

OGE has been charged with the student side of international risk management. OGE's involvement is not limited to student participation in Global Study or study abroad programs, but applies to all students traveling abroad for CU Denver related activities including; graduate and medical students engaged in research, internships, service learning, accompanying a faculty member to a conference or research site, and other academic activities. Should circumstances warrant, all programs that involve student travel abroad are subject to suspension and cancellation, even at the last minute. OGE maintains a 24-hour emergency contact phone.

U.S. State Department Travel Advisories: Student travel to countries with U.S. State Department Travel advisories are subject to close scrutiny. The university restricts student travel to countries with Travel Advisory Levels 3 and 4. Specifically, faculty traveling with students are not permitted to travel to countries or areas within countries with a Level 4 (Do Not Travel) advisory. Countries or areas within countries with a Level 3 (Reconsider Travel) advisory require that the faculty leader submit a travel appeal on behalf of the group. The IRMC and the Provost will carefully review the program scope, goals and objectives; local partners; policies of peer institutions who operate in the country; specific security issues at the proposed location; security preparations; faculty and student orientations; emergency and contingency plans; and any other factors that could impact the capacity of the program to proceed by managing the program to an acceptable level of security and risk. **The Provost must approve the travel appeal before a program proposal can be approved and the faculty leader can begin recruiting.**

While all programs have a cancellation policy in place, it is particularly important to have a clear contingency plan. Plans may range from refunds and reimbursements to relocating the program to a different site.

8. **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 after final grades have been submitted.

Remember: OGE staff are available to meet with faculty leaders to discuss the entire program development process. We seek constructive suggestions to improve all aspects of the student and program experience.

Global Study Programs

Faculty Member Agreement **faculty will be asked to digitally sign this during the proposal process*

Global Study Programs Faculty Member Agreement 2021-2022

If my Global Study program is approved by the Global Education Advisory Committee (GEAC), I agree to read and carry out the responsibilities described in the “Faculty Handbook for Global Study Programs.” These responsibilities include, but are not limited to, the following:

- Ensure the courses offered for the program have departmental approval and are listed in the university course catalog;
- If any significant portions of the program change, I will notify the Office of Global Education in writing before the student application is opened, and may be subject to additional procedures;
 - Significant changes include but are not limited to: addition or change of faculty leaders and/or program support staff; addition or change of program locations, any program date changes, change in CU Denver course code; change in U.S. State Department Travel Advisory
- Inform my department chair and/or associate dean about the aforementioned changes;
- Submit a scope of work for program support staff;
- For both winter and summer programs, be present on campus during the fall semester to actively promote the program and recruit students to participate;
- Review student applications on a rolling basis and reach out to new applicants in a timely manner;
- Interview all applicants and verify that applicants meet both OGE’s and my published eligibility requirements prior to acceptance;
- Recruit the minimum number of students as indicated in the program budget; if the minimum is not met, agree to cancel the program or make budgetary adjustments in order to allow the program to run without a deficit;
- Be present on campus during the semester prior to the program to provide pre-departure meeting(s) for admitted students;
- Attend in person, and actively participate in the mandatory Faculty Pre-Departure Orientation administered by the Office of Global Education (OGE) in December for winter programs and April for summer programs. If unable to attend sessions, schedule an individual appointment with your program coordinator;
- Require course assignments only after the beginning of the program’s academic term;

Appendix 1

- Communicate to students the course syllabus, program itinerary, and daily calendar prior to the start of the program;
- Be present for the entire duration of the course;
- In the event of an emergency, refer to and follow the protocol in my program's Emergency Action Plan (EAP) that I developed in conjunction with OGE;
- Inform OGE in a timely manner about critical incidents that take place during the program and complete the OGE Incident Report after the program has concluded;
 - Incidents include but are not limited to: illness, behavioral issue, serious injury, sexual assault or rape, missing student, arrest, hostage, political/security, natural disaster, and death;
- Encourage students to complete an online program evaluation administered by OGE within 30 days of the program end date. Evaluations will be made available to OGE staff, myself, my department chair and associate dean;
- Submit grades for each student at the end of the program, by the stipulated deadline;
- Stay within my approved program budget and acknowledge that I may be personally liable for costs not reflected in the approved budget.
- Label, translate (if necessary), and organize receipts for all program-related purchases. Submit all labeled/organized receipts and any remaining funds to the Finance and HR unit in the Office of International Affairs within two weeks of program completion;

I acknowledge that if my program is cancelled due to low enrollment, I will not be permitted to re-attempt the program within the same academic year. If my program is cancelled due to reasons beyond my control (e.g. new U.S. State Dept. Travel Advisory level of 3 or 4 for program site), I may be eligible to re-attempt my program within the same academic year and will discuss my options with OGE staff.

I acknowledge that in my capacity as faculty leader and as a representative/agent of CU Denver, my first responsibility at all times is to the student participants of the program. I acknowledge that I am a "responsible employee" as per CU Denver policy and I am therefore subject to mandatory reporting to the University incidents of discrimination, harassment, sexual misconduct, and/or retaliation by or upon campus community members. I agree to make every reasonable effort to promote the health, safety, and well-being of the students, and to promptly inform the university of any threats or concerns related to the health, safety, or security of the program and/or its participants.

My electronic signature on this document indicates that I agree to read and carry out the responsibilities enumerated above and in the "Faculty Handbook for Global Study Programs." I acknowledge and agree that failure to meet these responsibilities may result in my program proposal being denied by GEAC during the following year's proposal process.

Signature

Date