



College of Architecture and Planning
UNIVERSITY OF COLORADO **DENVER**

Global Study Faculty Handbook

(April 2023)

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.

Section 2- Examples of past and present CAP Administered International Programs

1. Exchange Agreements & Partnerships:
 - 1.1 Tongji University College of Architecture & Urban Planning & University Colorado Denver College of Architecture & Planning dual degree program in Landscape Architecture
 - 1.2 Dar Al-Hekma University Shared Design Studio
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2. Global Study Programs
 - 2.1 Denmark- Master of Urban Design Studio in Copenhagen
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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, Historic Preservation, Interior Design, and a CAP Global Study Program Manager. 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 Program Manager 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 Global Education
- Coordinates CAP global study scholarship process

Following approval by the CAP Global Study Committee the CAP Program Manager will refer faculty to submit program proposals to the Office of Global Education for final approval by the Global Education Advisory Committee.

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; study abroad, field study, studio, and other 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 Office of International Affairs 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 International Risk Management Committee 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 programs. Global Education produces and distributes program brochures to students, faculty members, departments, and other locations on campus.

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 Global 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 “Terra Dotta” which helps organize, track and manage student and program data. Every semester, OGE organizes a mandatory risk management workshop to prepare faculty to lead programs abroad. Their website has a faculty section that provides centralized access to University policies, procedures, and protocols. You can visit their website at: www.ucdenver.edu/studyabroad

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. OGE will also arrange for cash advances, etc. to facilitate those payments. Upon return, faculty 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 on-line application system enables them 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

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Section 5- Roles and Responsibilities of a Faculty Program Leader

Leading a Global Study program requires a commitment of time and energy. Faculty leaders 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 leaders are responsible for:

- Proposal submissions to their academic departments and OGE/ Global Education Advisory Committee.
- 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.
- Upon return from program, work with OIA Finance Department to submit expense report.
- Administer required evaluation instruments.

Section 6- Program Planning Administration

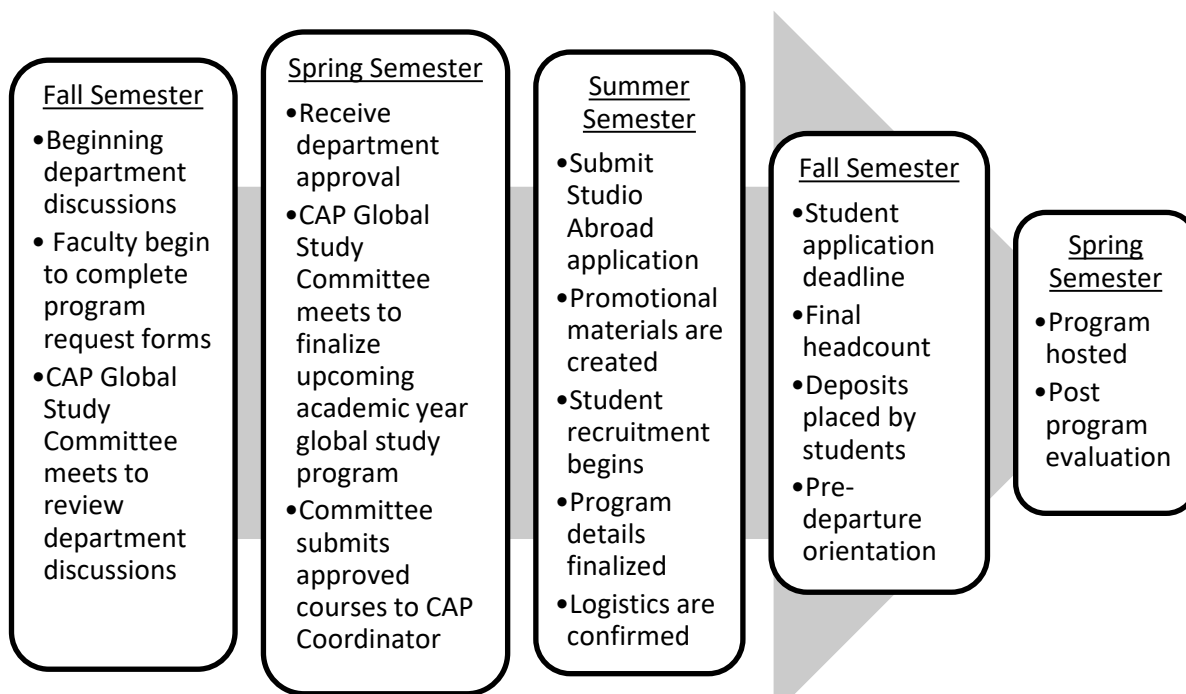
Developing a Global Study program is a collaborative process. Faculty are asked to start within their own department; first consulting with the Chair and other department members. During this time an overview is provided. First approval will come from the department. Once approved faculty will submit a formal proposal which will be given to the CAP Global Study Committee. If you have an idea for 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.

Winterim Global Study Programs		Summer Global Study Programs		Programs Involving MOU's	
April 1 st	All proposals must be submitted by this date to the CAP Global Study Committee	April 1 st	All proposals must be submitted by this date to the CAP Global Study Committee	TBD	All MOU request forms are submitted by this date to the CAP Global Study Committee
April 15 th	CAP Global Study Committee will approve all applications by this date. Once approved faculty will work with OGE	June 15 th	CAP Global Study Committee will approve all applications by this date. Once approved faculty will work with OGE	TBD	CAP Global Study Committee will approve all applications by this date. Once approved MOU drafting process begins

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 CAP Global Study Program Manager will notify faculty about final decisions.

July: Faculty will submit Terra Dotta applications through OGE.

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

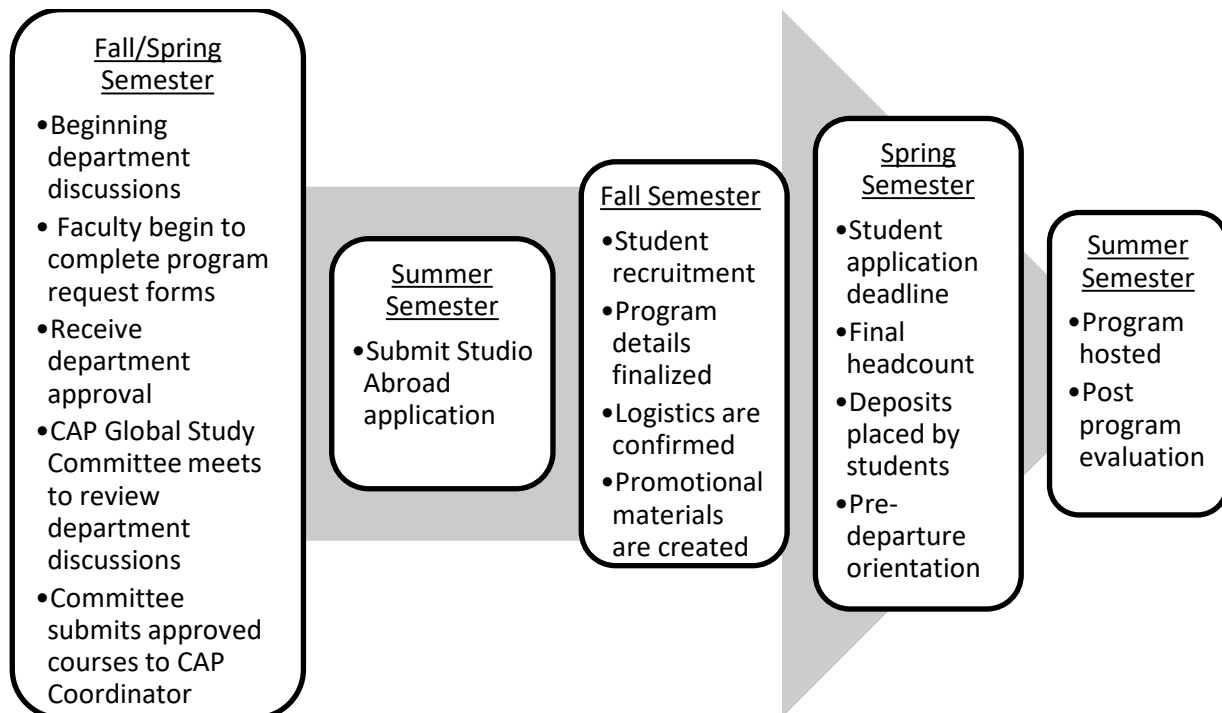
October: Application deadline for prospective students. Final headcount completed. Student deposits are placed.

November- December: Pre-departure orientation is completed.

December-January: Program is hosted.

January-March: Post-program evaluation is completed.

Summer 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 summer term.

April-May: The CAP Global Study Committee reviews program proposals. The CAP Global Study Program Manager will notify faculty about final decisions.

June: Faculty will submit Terra Dotta applications through OGE by the July 1 deadline.

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

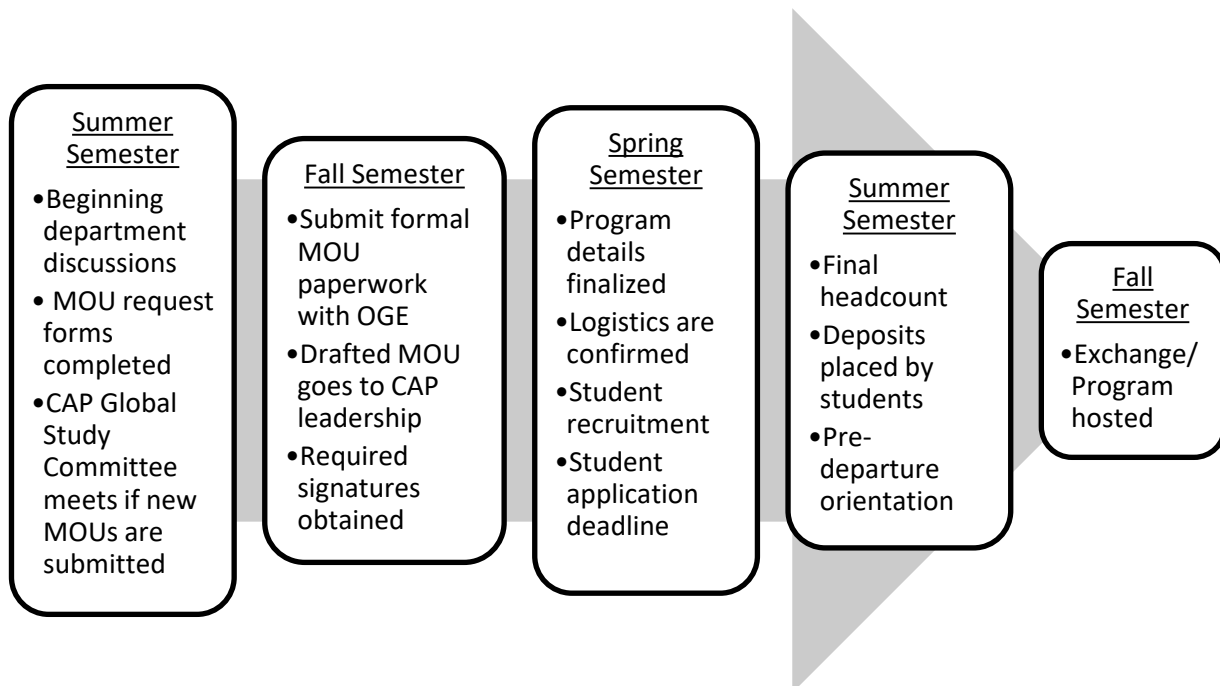
March-April: Application deadline for prospective students due on March 1st. Final headcount completed. Student deposits are placed.

April- 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:



June-August: Faculty members begin conversations a year in advance with their department to discuss new and existing MOUs. Once the department approves the MOU to move forward the

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 OIA obtains the finalized copy. OIA 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 should converse with their departments for initial approval to submit a formal proposal to the CAP Global Study Committee.
2. The CAP Global Study Committee meet with the CAP Program Manager to discuss proposed programs and to select which programs are approved by CAP. The CAP Program Manager will contact the faculty notifying them of next steps.
3. CAP approved faculty will begin working with OGE on submitting a Terra Dotta application.
4. OGE will send a questionnaire to the Academic Chair, or Assistant Dean to complete.
5. OGE will work with either the faculty member or 3rd party providers on booking accommodations.
6. OGE will work congruently with CAP to schedule information sessions, create brochures, and distribute information to prospective students.
7. The course coordinator will create the course(s) with CAP and OGE will facilitate the billing and student enrollment process.

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 OIA.
 - 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. OIA 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 OIA
5. The Executive Director of International Affairs 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.

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 leaders 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 Global Education will manage student applications through the Terra Dotta application management system. Once the deadline has passed the OGE staff 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. Program Deposits, Final Payments, Refunds:

Payment of Non-Refundable Deposit upon Commitment

In order to commit to a program students must pay a non-refundable \$200 deposit through UCD Access. Non CU Denver student participants pay a \$500 non-refundable deposit. OGE provides deposit instructions to students in their formal program acceptance letter.

Financial Obligations for Withdrawals

Students who withdraw from their program 60 or more days prior to the program start date will not be refunded the deposit and will be billed for any non-recoverable fees exceeding the \$200 deposit which were already charged to, or encumbered on behalf of, the participant. This includes housing, excursion entry fees, educational tours/ activities, in-program transportation, etc.

Students who withdraw from their program 59 to 31 days prior to the program start date will not be refunded the deposit and will be billed for 50% of the full program charge and any non-recoverable fees exceeding 50% which were already charged to, or encumbered on behalf of, the participant. This includes housing, excursion entry fees, educational tours/ activities, in-program transportation, etc.

Students who withdraw from their program fewer than 30 days prior to the program start date will not be refunded the deposit and will be billed for the full program charge.

Appeal Process for Medical Withdrawals

In the case of substantiated and unforeseen personal medical reasons which prevent the student from participating in a CU Denver Global Study program, a student may submit an appeal for a refund to the Director of Global Education. Notification of withdrawal must be submitted **in writing** with supporting documentation.

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 abroad. 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 posted. OGE will meet with faculty leaders 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