



# Faculty Handbook for Global & Domestic Study Programs in 2023-2024

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## 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.

### ***What is a Domestic Study Program?***

Domestic Study programs are academically rigorous, culturally relevant learning opportunities delivered within the United States or outlying territories by CU Denver faculty which include an international or global component such as comparative studies. A program transcends the academic course to include cultural, interpersonal, intrapersonal learning and growth. Domestic 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](mailto:study.abroad@ucdenver.edu) to get started. We will ask you to meet with the Director of Global Education and, for faculty developing programs for the first time, to attend workshops designed to

assist you in developing and executing an outstanding program.

### ***What's in the proposal application?***

The Global Study &/or Domestic Study Proposal application, located within Terra Dotta, asks questions that provide 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 experience in the program location 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
- Thorough draft program budget calculating cost of program
- Identification of potential risks and risk mitigation measures

### ***When are faculty program proposals due?***

The Office of Global Education (OGE) uses an online proposal application process for all faculty interested in leading students on a course. The proposal application will open in late December for all programs to take place the following academic year. For Winter programs, the application is usually due **early-to-mid March** the prior year; for Maymester/Summer programs, the application is due **early July** 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 complete and 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 experiential academic program as outlined in this handbook. Faculty submitting proposals also agree to the terms in the *Faculty Member Agreement* (see

***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 high-risk rating from International SOS (ISOS) will have to go through a rigorous appeal process. Students are not permitted to travel to destinations with an extreme ISOS travel risk rating, 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 global education program. Questions about the proposal process should be directed to [study.abroad@ucdenver.edu](mailto: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

## Frequently Asked Questions

### **Program Design and Implementation**

***When can I take students on a program?***

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.

***Where 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 high ISOS travel risk rating, 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,” “Is Brexit Healthy for the Irish?,” etc. Note that all 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 or domestically become part of a student’s degree. Global and Domestic 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 or Domestic 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 global education 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 and Domestic 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 their department chair or associate dean to discuss expectations for contact hours in international courses. Global Education programs afford distinct learning opportunities compared with traditional courses taught in a general classroom setting. Generally, all Global and Domestic 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 global education program: 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.

\*OGE has recently been asking faculty to consider opening their programs to first-year students to expand access to programming.

### ***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.

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 global education 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 Global or Domestic Study 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 the 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 programs to virtual. Ask us how!

**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 under-enrolled 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. OGE is not a travel agency. 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 education 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, are we allowed to visit the program 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](mailto: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.

**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. 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> – Membership #: 11BCAS000006
- Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>
- World Health Organization (WHO) - <http://www.who.int/en/>

**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](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. It is either the faculty's responsibility or the third-party provider's responsibility to make local arrangements.

**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 November or December and summer and Maymester orientations take place in April.



- 7. Program Management and Delivery** – Global education 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.

#### **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 or Domestic 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/Domestic 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.

**International SOS Risk Ratings:** Student travel to countries with a high ISOS travel or medical risk rating are subject to close scrutiny. The university restricts student travel to countries with an extreme travel or medical risk rating. Specifically, faculty traveling with students are not permitted to travel to countries or areas within countries with an extreme rating. 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.

## Appendix I. Sample Global Study Program Faculty Member Agreement *\*signed digitally*

### Global & Domestic Study Programs Faculty Member Agreement 2022-2023

If my Global or Domestic 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 or remotely 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 or remotely during the semester prior to the program to provide pre-departure meeting(s) for admitted students;
- Attend in person or remotely, 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;
- 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 high International SOS risk ratings for program site, new U.S. State Dept. Travel Advisory level of 3 or 4 for program site, etc.), 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 & Domestic 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.

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Faculty Signature

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Date

## Appendix II. Faculty Handbook Instructions for Terra Dotta Global Study Proposal Questionnaires and Sample Responses

**Important!** Members of the Global Education Advisory Committee (GEAC) review all faculty led program proposals in Terra Dotta for substance, accuracy, detailed planning, and probability of success. Proposals are expected to be up to date and detailed, fully covering the questions and information outlined below. Substandard submittals will be returned by OGE staff for additional information before submittal to the GEAC for final review, questions and approval.

**Best Practice!** Before starting your proposal questionnaire in Terra Dotta, we recommend that you review the questions below and examine the sample documents provided following this section. Then open a Word Document with the questions and draft your responses thoroughly before entering your responses into Terra Dotta online.

**Note!** The full text of questions is not listed in Terra Dotta. Questions are the same but abbreviated in Terra Dotta.

### **Proposal Questions and Sample Answers**

#### **CU Denver - Faculty Global Study Proposal, May/Summer 2023**

**Instructions:** The Office of Global Education appreciates your interest in and commitment to leading a short-term Global Study program abroad!

Prior to completing the following questionnaire, you are required to read the **Faculty Handbook for Global Study Programs including the sample proposal**. Even if you've led successful Global Study programs in the past, we've updated questions this year and some policies/procedures/tips within this handbook.

**If you have a co-faculty leading the program with you, they will be asked to complete a brief [addendum application](#) that will ask individual-specific questions such as, experience in location and primary motivation. Thus you only need to answer the questions in this questionnaire as they pertain to you personally.**

### **Part 1: Program Information**

#### **1. Program Name**

*The name should be short and catchy, and capture the theme of your program (e.g. Korea Goes Global, Window on China, Food Fight). Note that all Global and Domestic programs will appear in our directory in this format: "CU Denver in [Country or State]: [Catchy Name]". OGE is happy to collaborate on a great title.*

*Please note the country or state name will already be included in our format, thus it is not essential to include it in your catchy name.*

**Faculty Response:** CU Denver in Malawi: The Power of Music, Art, and Culture

**2. Program Location: Country**

**Faculty Response:** Malawi

**3. Program Location: City/Cities**

**Faculty Response:** Lilongwe, Mua, Mangochi, Nkhotakota

**4. Program Dates: Arrival & Departure**

*Provide the estimated arrival and departure dates. Please indicate if the program will start and end in different cities.*

*When selecting program dates, please note: students on Winter programs cannot depart from Denver before Sunday, December 26, 2021 and students must be able to return to Denver by Sunday, January 16, 2022. Students on Maymester/Summer programs cannot depart from Denver before Sunday, May 15, 2022 (the day after Commencement). Maymester students must be able to depart for Denver no later than Saturday, June 4, 2022 so that they may attend the first day of Summer term classes on Monday, June 6, 2022. Summer students must be able to return to Denver no later than Sunday, August 21, 2022, so that students can attend the first day of Fall classes.*

*For faculty submitting domestic proposals for Maymester/Summer 2021, please note: Students on Maymester/Summer 2021 programs cannot depart from Denver before Sunday, May 16, 2021 (the day after Commencement). Maymester students must be able to depart for Denver no later than Saturday, June 5, 2021 so that they may attend the first day of Summer term classes on Monday, June 7, 2021. Summer students must be able to return to Denver the Sunday before the Fall semester begins.*

**Faculty Response:** Tuesday 7 June 2022 to Friday 24 June 2022

**5. Proposed Student Group Size**

*For programs with one faculty leader, OGE recommends a minimum of 10 students and a maximum of 16. The College of Architecture and Planning requires a minimum of 12 students for all CAP programs.*



*For programs with two faculty leaders, or programs with one faculty leader and one program support staff, OGE requires a minimum of 12 students and a maximum of 24.*

*Faculty leaders wanting to budget for less than 10 students must receive approval from OGE prior to submitting proposal.*

*Minimum and maximum numbers are flexible for domestic programming.*

**Faculty Response:** Requesting an exception to allow 8 students because available vehicles in country hold 10 people. In a ten-person vehicle, we can include 8 students, an instructor and a driver.

## 6. CU Denver Course Number(s)

*Provide the CU Denver course number(s) for your program. If you do not know the course number, speak to your College/School Course Coordinator before submitting this proposal to determine the correct course number. If the course has not yet been approved, when do you expect departmental approval?*

**Faculty Response:** Course numbers are 4000 (undergraduate level) 5000 (graduate level). It has been approved by the Dean and Course Coordinator.

## 7. CU Denver Course Prerequisite(s)

*Are there any course prerequisites for this program, including class standing, major, or discipline? If yes, be prepared to indicate them. Keep in mind more restrictive eligibility requirements may limit your student numbers.*

**Faculty Response:** No, there are no prerequisites. I also welcome First Year Student applicants.

## 8. Course Approval

*Has the course been approved by all relevant departments and/or colleges? If the course will be cross-listed, do you have approval from both departments?*

**Faculty Response:** Yes, it has been approved by all department and the college. It is not cross-listed at this time.

## 9. Additional Application Requirements

*Remember that applicants must meet [OGE's Eligibility Requirements](#) for study abroad.*

*OGE requires that all study abroad applicants complete the following:*

- i. 1. Statement of purpose
- ii. 2. Interview with faculty member
- iii. 3. Upload unofficial transcripts demonstrating a minimum GPA of 2.5
- iv. 4. Electronic signature documents (risk waiver, finance policy, etc.)
- v. 5. Pass a student conduct check

*Answer Choices for additional application requirements:*

- i. Basic OGE Eligibility Policy Requirements
- ii. Higher GPA Requirement
- iii. Letter of Recommendation
- iv. Portfolio of Work
- v. Other

**10. If you selected “Other” above, please elaborate on such additional requirements.**

**Faculty Response:** I have no additional application requirements.

**11. Will a co-faculty leader or program support individual travel with you?**

*We encourage you to consider flexible "staffing" options in case you recruit extra students, can no longer lead the program for unforeseen reasons, or you determine you need additional on-the-ground teaching or administrative support.*

*Use the answer space provided to identify who will serve as your co-faculty/program support.*

- i. 1. Indicate the individual's name, department (if applicable), and contact information.
- ii. 2. Describe the nature of your relationship with this individual.
- iii. 3. Detail the responsibilities he/she will have.
- iv. 4. How was this person selected?

**NOTE:** A co-faculty is an individual who will share the teaching/evaluative role with you. A program support person may help with logistics, but has no teaching or evaluative role. Both of these individuals are distinct from an on-site program provider. **As a rule, programs may not include two faculty and a support person in an effort to keep down the cost to students.**

**Faculty Response #1:** I will be the sole faculty leading this program. (If you plan on other faculty, please provide full details.)

**Faculty Response #2:** Yes. *Explanation:* John Smith - Associate Professor of Biology in CLAS will co-lead the study abroad and teach one of the two courses required in this program. This will be their third time co-leading this program.

**12. Has the co-faculty leader or program support person been approved by your department?**

*If you answered yes to the previous question, please indicate here whether you have secured the proper approvals from your department chair and/or associate dean.*

**Faculty Response:** Not applicable.

**13. Do you plan to work with a third-party (on-site) provider?**

*Do you plan to work with a third-party (on-site) provider? If so, which one? A provider can handle as many of the logistics (e.g. accommodation, transportation, excursions, etc.) or as little as you would like. These organizations also assist with risk management. If you would like more information about using a provider please contact the Office of Global Education.*

**Faculty Response:** Yes, I will be hiring XYZ company to assist with logistics, lodging, and program contacts. I have used them in the past, they have high vehicle and housing safety standards, they assure that life vests are provided for the boating opportunity and they are very experienced in country.

**14. Describe the program's academic approaches, content, and participation outcomes.**

*The program description is a marketing piece. The description should be at least 350 words and should give an overview of the program including unique connections between the course and the location along with what students should learn from participating in the program. The description you include here will be used verbatim in printed program materials and online.*

**Faculty Response:** Malawi, also known as the "Warm Heart of Africa" is emerging as one of the areas in sub-Saharan Africa with a network of individuals and communities that promote healthy foods and community gardens. Malawians engage in sustainable agriculture and permaculture to increase health and wellness, integrating traditional foods with contemporary foods that appeal to changing consumption patterns. Local food strategies express how individuals at household and village levels blend the art of food and cooking with medicinal approaches to eating and disease prevention. With a range of high-quality culinary options available in urban and rural settings, Malawians aim to alleviate food insecurity, encourage healthy eating and increase environmental sustainability.

Students in the course will receive training in qualitative and field work methods in diverse global settings. Methods of study include informal interviews, group discussions, and field note taking designed to create portraits of local experiences with healthy foods and community gardens. As we educate ourselves about cultures different from our own, individuals in the course will develop a nuanced understanding of our own definitions of healthy foods and how gardens operate as places where notions of healthy foods and culinary medicine are created and contested.

Goals and objectives for the course are to:

1. Learn about contemporary issues in arenas of village gardening, healthy food production and community wellness
2. Understand the assumptions behind ethnography and anthropological research in a global setting
3. Understand the logic behind informal interviews, group conversations and field note-taking appropriate to a specific research question
4. Discuss ethical concerns accompanying engaged ethnography, field work and sustainable food production and consumption

By participating in the program, students will learn how to develop a culture-based project and design a proposal focused on healthy foods, community gardening and culinary medicine; perform a range of ethnographic data collection strategies including observational and participatory techniques, field note-taking, interviewing skills, visual data collection and analysis, and ethnographic essay writing; gain basic proficiency in strategies of self-reflexivity/auto-ethnography through journaling in field work settings; and understand issues of power and conflict arising from project development and creative work practice with regards to representation, collaboration, participation, privilege and ownership.

**15. List 4-6 program highlights that will be of interest to student participants.**

*These can include specific site visits, guest lectures, excursions, special activities, etc. These highlights will be used to promote the program on the program's brochure page and promotional materials.*

**Faculty Response:** Students will visit a cultural museum, experience a traditional dance performance, identify and analyze food and nutrition practices among villagers and urban dwellers, work alongside community members in local gardens, and share meals with villagers along the shores of Lake Malawi. They will learn first-hand about the ingredients and recipes of healthy meals that are redefining culinary traditions and food

politics in Malawi.

#### 16. Department/College/School Goals for International Experiences

*Confirm whether you have discussed this program with your department chair and/or associate dean and confirmed that your proposed program fits department and college/school goals for providing international experiences to students.*

#### 17. Provide the name and email address of your Department Chair and/or Associate Dean.

### Part 2: Motivation & Prior Experience

#### 1. Have you, or has your department, run this program in the past?

*If yes, please be prepared to list the terms and years (e.g. Maymester 2015) this program has run, and how many students participated each time.*

#### 2. Primary Motivation

*Briefly tell us why you want to lead a program in this location. Please be aware that your response may be used in marketing materials for this program.*

#### 3. Experience in Location

*Describe your academic, personal, and/or professional experience in these locations.*

#### 4. Experience Leading Groups

*Describe your experience leading groups of students outside the classroom.*

### Part 3: Risk Management

#### 1. What are the International SOS ratings for your proposed destination(s)? Why?

*Consult [International SOS](#) (Member ID: 11BCAS000006) and list the Medical, Travel, and COVID-19 Impact Risk Ratings for all countries on your proposed itinerary.*

*Discuss the reasoning for why those categories are rated as such by International SOS.*

#### 2. What is the US State Department Travel Advisory Level for your proposed destination(s)? Why?

*Consult the [US State Department website](#) to find Travel Advisory Levels for all countries on your proposed itinerary.*

*Discuss the reasoning for why those categories are rated as such by the State Department. If the country is rated a Level 1 or Level 2, are there any "Reconsider Travel" or "Do Not Travel" advisories for specific regions within the country?*

**Faculty Response:** We will make sure that we are aware of our country-specific risks through the US State Department. All member of the study abroad program will register with the US State Department so we can have email updates on risks in the countries we are visiting including demonstrations, terrorism, and any other threats. Petty Theft- We talk to all of our students about pickpocketing and petty theft, we ask them to only carry the cash they need, make scans of their credit cards and passports and keep the scans on Dropbox or Google Drive in case of loss. To avoid any students having physical fatigue we constantly ask for feedback and rest we needed. I always carry extra water and snacks. Travel in the countries- We travel as a large group and Travis and I have a system of having a faculty leader and faculty shadow (end person). The leader- leads the group into our travel mode, train, bus, boat and shadow makes sure everybody made it on to the mode of transportation. We always do a count before and after.

**3. Identify any other health, safety, and security risks associated with your program or location.**

Consult the [US State Department website](#), [International SOS](#) (Member ID: 11BCAS000006), the [US Centers for Disease Control & Prevention](#), and [Lonely Planet](#) ("Dangers & Annoyances" sections) as resources for country-specific risks. Responses should be between 100 and 500 words.

**4. Identify how you will address and reduce each risk listed above.**

Consult the [US State Department website](#), [International SOS](#) (Member ID: 11BCAS000006), the [US Centers for Disease Control & Prevention](#), and [Lonely Planet](#) ("Dangers & Annoyances" sections) as resources for country-specific risks. Responses should be between 100 and 500 words.

**Faculty Response:** We will make sure that we are aware of our country-specific risks through the US State Department. All members of the study abroad program will register with the US State Department so we can have email updates on risks in the countries we are visiting including demonstrations, terrorism, and any other threats. Petty Theft -- We talk to all of our students about pickpocketing and petty theft, we ask them to only carry the cash they need, make scans of their credit cards and passports and keep the scans on Dropbox or Google Drive in case of loss. To avoid any students having physical fatigue we constantly ask for feedback and rest we needed. I always carry extra water and snacks. The leader guides the group into our travel mode, train, bus, and boat. The co-leader makes sure everybody made it on to the mode of transportation. We always do a count before and after.

**5. Describe any water-based activities and related water safety measures for this program.**

*Responses should be between 100 and 500 words. More in depth information should be included in your Emergency Action Plan. If no water-based activities are included in this program, please type "N/A."*

**6. Describe any required physical activities for this program and the duration of those activities.**

*Responses should be between 100 and 500 words. More in depth information should be included in your Emergency Action Plan.*

**7. Describe the transportation plan including all modes of transportation listed in the daily schedule.**

*Include air, ground, water, and animal transportation if applicable. Responses should be between 100 and 500 words. More in depth information should be included in your Emergency Action Plan.*

**8. Describe any existing provisions for safety and security at the proposed accommodation(s).**

*Responses should be between 100 and 500 words. More in depth information should be included in your Emergency Action Plan.*

**9. Do you or your co-faculty/program support intend to bring family members with you?**

*Per the Faculty Handbook, "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 academic 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."*

*If you answer yes to this question, please be prepared to list the family members' ages and their relationship to the faculty leader(s)/program support person.*

**Faculty Response: No.**

**10. Will you have responsibility for individuals beyond registered students and family members?**

*Use this space to indicate any and all individuals other than students registered in your CU Denver | Anschutz course, approved and disclosed co-faculty, program support staff or approved family members, for whom you might need to take responsibility during the*

*program. For example, do you share a program site or any program activities with students or faculty from another institution?*

*If you answer yes to this question, please be prepared to provide details such as their relationship to the faculty leader(s)/program support person, and their reasons for participating in this program.*

**11. What types of free time activities might students participate in on your program?**

*All program itineraries should include some unscheduled free time for students so that they have time to reflect on their learning and explore the area independently.*

*If you have run this program before, what have students done in the past during unscheduled free time?*

**Faculty Response:** Students can go to museums, shop, go to the beach, and attend cultural events. We always have optional excursions planned for days off and students are always welcome to join us on their days off.

## Part 4: Marketing & Recruitment

**1. Describe how you intend to recruit students and market your program.**

*Past experience consistently shows the faculty are the best marketers of their own programs as they are the most familiar with the course content and program location. Students want to connect with their faculty abroad, and thus will be most likely to commit to a program after engaging with the faculty leaders during the recruitment process. Thus, it is the faculty member's responsibility to promote and recruit for their program, with support from OGE and the home department.*

*Examples: table at the Fall and Spring Study Abroad Fairs, distribute paper and electronic flyers, visit classes, host information sessions, use your departmental resources (listservs, bulletin boards, social media pages, etc.).*

**NEW:** OGE highly recommends for you to also consider how to include **Diversity, Equity, and Inclusion** strategies in your recruitment efforts.

**Faculty Response:** We will recruit to all enrolled Biology, Chemistry, and Environmental Science students and host monthly information sessions via Zoom and in person. We will distribute flyers and posters electronically and post the flyers in strategic locations. We will also recruit at the Study Abroad Fairs and work with the Center for Identity & Inclusion for advice on how to strategically market to diverse students.

**2. Recruitment Plan Modifications for Under-Enrolled Programs.**



*If your program has been cancelled in the past due to low enrollment OR you ran the program with fewer students than originally budgeted, please be prepared to explain in detail how you will modify your recruitment plan this year to reach the budgeted number of students. If neither scenario applies to you, please type "N/A" in the answer box.*

**3. Describe your plan for the long-term continuity of this proposed program.**

*Please consider the following questions when answering this prompt:*

- i. Are you committed to running the program on a recurring basis?*
- ii. Indicate whether you plan to run it every year or every other year.*
- iii. Is your department committed to and supportive of a long-term plan for the program?*
- iv. In the event that you are unable to lead the program next year, are you or your department willing to identify another faculty member who may be interested and able to take your place as faculty leader?*

## Part 5: Syllabus & Daily Schedule

**1. Upload a copy of the program's syllabus.**

Review the [CU Denver Syllabus Guidelines](#) for further guidance on syllabus development. Your syllabus **must include** the following:

- 1. Course description*
- 2. Clear learning objectives that include intercultural growth objectives*
- 3. Instructional methods (lecture, discussion, group work, field trips, etc.)*
- 4. Special requirements (e.g. prerequisites? physical ability? language requirements? research background?)*
- 5. Grading - a percentage must be given to each grading element (e.g. attendance, participation, projects, exams, and consequences of absences, tardiness, etc.)*
- 6. For courses that are cross-listed between undergraduate and graduate there must be a distinction in workload requirements.*
- 7. Attendance policy*
- 8. Course outline (What hours students will be in class? On excursions? In studio, field, etc.)*
- 9. Number and duration of pre-departure meetings*

**2. Upload a copy of the program's daily schedule.**

*The daily schedule is used to verify contact hours as well as assess that the program includes a balance of academics, reflection, and unstructured free time. Note that on a study abroad program, there is a difference between direct and indirect contact hours. Be aware that this schedule is required for your department chair/associate dean to*

*review your proposal for departmental approval.*

**Direct contact hours** include instruction from the faculty leader, guest lecturers, and in-country experts which does not need to take place in a formal classroom.

**Indirect contact hours** include lab work, field trips, assignments, and other experiences that do not involve direct instruction, and are counted as contact hours using a ratio of 2:1, e.g. a two-hour field trip = 1 contact hour.

*In the daily schedule, delineate:*

1. *Direct contact hours, with description*
2. *Indirect contact hours, with description (e.g. studio work, museum field trip, sporting event, etc.*
3. *Unstructured student free time (you may have optional activities planned, but this time is otherwise for the student to reflect, rest, or explore on their own). This schedule is required for your department chair/associate dean to review your proposal for departmental approval.*

[This template](#) may help you to organize your itinerary and keep track of your contact hours, free time, etc.

### Appendix III. Sample Program Budget

**Name of Program; Term & Year; Name of College/School**

Number of Students:	16
Number of Faculty	2
Number of Program Support Staff	0
Number of credits	6
Exchange Rate: \$ per Foreign Currency (optional)	
Duration of program (in days)	19

	Initial budget
<i>Michelle Carpenter, Salary:</i>	\$ 5,000.00
<i>Faculty Name, Benefits</i>	\$ 1,450.00
<i>Co-Faculty Travis Vermilye, Salary</i>	\$ 5,000.00
<i>Co-Faculty Name, Benefits</i>	\$ 1,450.00
Classroom or studio space	\$ -

	Per Person	Total
Faculty and Program Support airfare	\$ 1,450.00	\$2,900.00
Faculty and Program Support per diem (meals and incidentals)	\$ 120.00	\$4,560.00
Faculty and Program Support accommodations (date of faculty arrival - date of faculty departure)	\$ 5,000.00	\$5,000.00
Faculty and Program Support visa fees, if applicable		\$0.00
Faculty and Program Support airport transportation to/from DIA	\$ 25.00	\$150.00
Faculty and Program Support local transportation & airport pick-up	\$ 400.00	\$400.00
Faculty and Program Support cellphone costs	\$ 100.00	\$0.00

**Enter as many costs as possible in the "Per Person" column, Column B. Avoid entering anything into Column C cells, as these have intentional formulas.**

**Faculty Handbook for Global Study Programs**  
2022-2023

Provider Fee, per student (if using a provider, you may be able to skip some of the following line items)	\$ 1,695.00	\$27,120.00
Student accommodations ( <i>indicate here if any meals are included in the housing rate</i> ) \$70 x 19		\$0.00
Student in-country transportation & airport pick-up		\$0.00
Excursion and/or entry fees, cost per person (includes faculty and program support)		\$6,000.00
Farewell meals, cost per person (includes faculty and program support)		\$1,000.00
Miscellaneous		\$500.00
Firm Honorarium		\$1,000.00

Other Costs		
Student International Health Insurance	60	960.00
Faculty and Program Support International Health Insurance	60	120.00
OGE Charge \$400 per student	400	6,808.51
Contingency \$250 per student	250	4,000.00
Subtotal Program Costs		73,418.51
GAR		4,686.29
School/College fee, choose from drop-down	#N/A	#N/A
Total Program Course Cost		#N/A
Per Student Course Cost		#N/A

Per Student  
Cost/Publish  
Price

#N/A

**Note:**

Program Dates:

May 25-June 12

*Date of arrival*

May 25

*Date of departure*

**Revise Date:**

---

Director, HR &  
Finance, OIA

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Faculty Leader

## Appendix IV. Sample Emergency Action Plan

### Emergency Action Plan

Program Name/ School/College:	Food Fight/CU Denver/CLAS
Program Leader(s):	E.j. Yoder
Program Dates:	In Spain: January 7-14, 2022
Number of Students:	14 (7 Chinese citizens, 7 U.S. citizens)

**1: Ensure your safety and the safety of your group.**

- Contact all students.
  - Determine whether they are accounted for and safe.
  - Determine and record their present location.
  - Instruct them where to go and what to do given the circumstances.

**2: Assess the situation and any threats or dangers it poses to students or leader(s).**

- What specific threats or danger do they face?
- What immediate steps can and should be taken to reduce harm, danger, or threat level?
- Are people safer staying where they are? If not, then where?

**3: Contact local emergency services as required: dial 112**

**NOTE: unless the emergency is sexual assault. If sexual assault, contact the U.S. Embassy: +34 932 80 22 27**

**4: Contact International SOS +1.215.942.8478** (collect calls accepted) for health issues, medical emergencies, or in the event of evacuations for natural disasters and political/security emergencies.

**5: Ask your university emergency contact to contact the Office of International Affairs/Office of Global Education or do so yourself.** Calling order:

- OGE mobile phone: +1.720.364.2687
- Catherine Ebert-Gray: +1.720.793.3262
- LynxConnect Front Desk: 303-315-4000 (during office hours 8:00 am – 5:00 pm Colorado time)

**6: General (non-urgent) advice on country specific risks, or other issues:**

- Contact International SOS collect: +1.215.942.8478; (CU membership number: 11BCAS000006)

**7: Maintain a log throughout the emergency. Assign a specific person for this task and rotate duties as needed.**

- Include specific dates, times, actions taken, communications, and all other relevant details, starting with your first notice of the emerging crisis and everything through to its completion, including follow-up.

## Emergency Action Plan

<p><b>Primary Leader's # EJ Yoder</b>  <b>In-Country cell:</b> XXX-XXX-XXXX  <b>Transit number:</b> XXX-XXX-XXXX</p>	<p><b>Assistant Leader's #: Nicole Herrin</b>  <b>In-Country cell:</b> XXX-XXX-XXXX  <b>Transit number:</b> XXX-XXX-XXXX</p>												
<p><b>9-1-1 Equivalent:</b> 112</p> <p><b>Country Calling Code:</b> +34</p> <p><b>Local Consular Services:</b>  <b>U.S. Consulate in Barcelona</b>  Paseo Reina Elisenda de Montcada, 23  Phone: +34 932 80 22 27  <u>Emergency after hours:</u> +34 915 87 22 00</p> <p><b>Chinese Consulate General in Barcelona</b>  Av. del Tibidabo, 34, 08022  Phone: +34 932 54 11 97</p> <p><b>Local police/fire departments:</b>  <b>Mossos d'Esquadra</b> (general police)  Plaça Espanya, s.n. (English speaking police station – down the stairs between the fountains) Tel. <b>+34 932 903 000</b>  <b>Bombers (fire): 080</b></p> <p><b>Local Partner and In-Country Contacts:</b>  <b>Barcelona Study Abroad Experience (BSAE)</b>  C/ Casp 130, 5<sup>th</sup> floor 08013 Barcelona, Spain  Emergency 24/7: +34 675 23 5656</p> <p><b>Itinerary Outline (Date, Location, Mode of Transit):</b></p> <table> <tr> <td><b>January 6</b></td><td>Travel Day to BCN via plane &amp; bus or car</td></tr> <tr> <td><b>January 7-9</b></td><td>Barcelona</td></tr> <tr> <td><b>January 10</b></td><td>Day Trip to Palamos via train and bus</td></tr> <tr> <td><b>January 11</b></td><td>Barcelona</td></tr> <tr> <td><b>January 12</b></td><td>Day Trip to Cavas Codorniu &amp; Calcotada via bus</td></tr> <tr> <td><b>January 13-14</b></td><td>Barcelona, departing 1/14</td></tr> </table>	<b>January 6</b>	Travel Day to BCN via plane & bus or car	<b>January 7-9</b>	Barcelona	<b>January 10</b>	Day Trip to Palamos via train and bus	<b>January 11</b>	Barcelona	<b>January 12</b>	Day Trip to Cavas Codorniu & Calcotada via bus	<b>January 13-14</b>	Barcelona, departing 1/14	<p><b>Hospitals and Doctor Clinics:</b>  <b>Barcelona</b>  HM DELFOS  Avda. Vallcarca, 151 (MAP)  +34 649 758 995  <a href="mailto:delfos@hminternationalbcn.com">delfos@hminternationalbcn.com</a></p> <p><b>Palamós</b>  Hospital de Palamós  Carrer Hospital, 36, 17230 Palamós, Girona, Spain  +34 972 600 160  <a href="https://www.ssibe.cat/">https://www.ssibe.cat/</a></p> <p><b>Accommodation (Name, Address, and Phone):</b>  <b>Barcelona (Students)</b>  MH Tetuan  Plaça de Tetuan, 8, 08010 Barcelona  +34 933 23 87 90</p> <p><b>Barcelona (EJ and Nicole)</b>  MH Girona  Carrer de Girona, 110, 08009 Barcelona, Spain  +34 933 23 87 90</p> <p><b>Two emergency meeting places, per location:</b>  <b>Meeting point 1:</b> Students' apartments (MH Tetuan. Plaça de Tetuan, 8, 08010 Barcelona)</p> <p><b>Meeting point 2:</b> Barcelona SAE offices (C/ Casp, 130, 5<sup>th</sup> floor, 08013, Barcelona)</p> <p><b>Meeting point 1 (Figueres):</b> Dalí Museum (Plaça Gala i Salvador Dalí, 5, 17600 Figueres, Girona, Spain)</p> <p><b>Meeting point 2 (Palamos):</b> Fishing Museum (Zona Portuària, Calle del Muelle, s/n, 17230 Palamós, Girona, Spain)</p>
<b>January 6</b>	Travel Day to BCN via plane & bus or car												
<b>January 7-9</b>	Barcelona												
<b>January 10</b>	Day Trip to Palamos via train and bus												
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<b>January 12</b>	Day Trip to Cavas Codorniu & Calcotada via bus												
<b>January 13-14</b>	Barcelona, departing 1/14												

## Appendix V. Guest Lecture & Academic Services Payment Acknowledgement Form



Global Education/Study Abroad

OFFICE OF INTERNATIONAL AFFAIRS

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

LynxConnect/Tivoli Student Union

900 Auraria Parkway, Suite 339

Denver, CO 80204

Office: +1.303.315.2001

[study.abroad@ucdenver.edu](mailto:study.abroad@ucdenver.edu)

[www.ucdenver.edu/studyabroad](http://www.ucdenver.edu/studyabroad)

### Guest Lecture & Academic Services Payment Acknowledgement

I, [**"YOUR NAME"**], acknowledge payment of \$xxx for the delivery of a guest lecture and / or other academic services for the students of the University of Colorado Denver, [**"COLLEGE NAME"**] and [**"PROGRAM NAME"**] study abroad in [**"COUNTRY"**] on the topic [**"PLEASE INDICATE PRESENTER TOPIC"**]. Professor [**"FIRST & LAST NAME"**] and [**"PROGRAM SUPPORT FIRST & LAST NAME"**] were in attendance.

Faculty Name: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Speaker Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_