



Faculty Handbook for Global Study Programs in 2024-2025

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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, including in outlying U.S. territories like Puerto Rico where a passport is required, by CU Denver | Anschutz 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 by CU Denver | Anschutz faculty which include an international or global component such as comparative studies. All other elements of the program are the same as for a Global Study Program.

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

Before beginning the proposal process, we urge you to meet with a member of the Global Education staff to discuss the proposal process and your program objectives, location(s), logistics, etc. E-mail study.abroad@ucdenver.edu to get started. For faculty developing programs for the first time, we strongly suggest that you attend a workshop designed to assist you in developing and executing an outstanding program.

What's in the proposal application?

The Global Study and Domestic Study Proposal applications, located within Terra Dotta, ask 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 are some, but not all, of the areas addressed:

- Program name, location, dates, description, motivation, and who will teach and/or provide support.
- Faculty leaders' knowledge of and past experience in the program location and experience leading groups of students.
- CU Denver | Anschutz course information and syllabus.
- Daily schedule that clearly indicates academic contact hours, excursions, and free time.
- Details about any third-party or on-site providers you will engage to assist with in-country logistics such as accommodations, transportation, and classroom space. Please consult with OGE staff to help identify possible providers.
- Thorough draft program budget calculating cost of program and identifying the minimum and maximum number of students that would make the program financially and logistically viable.
- Recruitment plan of how you will market your program to potential students.
- Potential risks and risk mitigation measures.

Will I need approval from my academic unit to submit a proposal?

Yes. Approvals from your academic department and/or school/college are required. We encourage you to begin those discussions well in advance of submitting a proposal.

When are faculty program proposals due?

The online proposal application will open in late December/early January for all programs to take place the following academic year. For Winter programs, the application is due **March 1** the prior year; for Maymester/Summer programs, the application is usually due **July 1** the prior year.

Who reviews the proposals?

Submitted proposals will be reviewed by the Global Education Advisory Committee (GEAC), an interdisciplinary committee comprised of faculty, staff, and students invested in international education. You should expect an iterative process. Not all program proposals will be approved, as we must balance the need to offer a variety of locations and courses with OGE's capacity to support faculty-led programs.

What else should I know before getting started?

A successful program is one that is complete and fully developed by the proposal deadline.

Successful recruitment requires the ability to share full details of the study abroad program with students. Program development should therefore be completed prior to any recruitment efforts. OGE will not open your program for applications or include it in our general marketing until it is approved by the GEAC and your draft budget has been reviewed and approved by the Budget Office

By completing the proposal process, you are agreeing to develop and deliver a high-quality experiential academic program as outlined in this handbook. Faculty submitting proposals must also agree to fulfill the responsibilities outlined in the *Faculty Member Agreement* (see Appendix 1).

Faculty are responsible for reviewing and understanding the [International Travel Policy for Students](#). Proposals for programs in countries with a high-risk rating from International SOS (ISOS) must 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 provides policies, guidelines, and suggestions for designing and proposing a successful short-term global education program in a Frequently Asked Questions (FAQ) format. Questions about the proposal process should be directed to study.abroad@ucdenver.edu.

The information 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

I. Program Design and Implementation

When can I take students on a program?

The majority of faculty-led programs are for two to four weeks over Winter break, Maymester, and Summer. Courses may be offered over spring or fall break or embedded in an existing spring or fall semester course with travel during spring or fall break.

Where is the best location for a program?

Faculty leaders should have a *significant* background in the location proposed and should demonstrate expertise in the academic content, location, and why the course should be offered at the chosen location. 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, as indicated by a high ISOS travel or health 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. These programs are best suited for summer programs of four weeks or longer. Carefully consider which one or two locations best fit your academic discipline and the specific course.

What is the 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,” “Scandinavian by Design,” All programs will appear in this format: “CU Denver in [Country]: [Catchy Name].”

What is the program description?

The program description markets the program. Use approximately 300 words to 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 used 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 | Anschutz’s diverse community. Courses should demonstrate relevant links between the rigor of CU Denver | Anschutz’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.

Many students interested in Global Study programs are graduate students. Courses must follow CU Denver | Anschutz 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 selected from the course catalog. Where this is not possible, most departments have an XXXX N995 course number specifically for Global or Domestic Study. Work with your academic department and/or school/college to determine what course code(s) to use for the global education course and include this information in your proposal.

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 must meet high academic standards. 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 Global Study courses. Global Education programs should take advantage of distinct learning opportunities as compared to traditional courses. Generally, Global and Domestic Study programs are grounded in academic structures (courses, field research, service learning, etc.) taught and evaluated by CU Denver | Anschutz 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 unique perspectives offered by qualified guest lecturers. Local scholars and practitioners may give presentations during class time with the CU Denver | Anschutz faculty leader present. Compensation (i.e., honoraria) for guest lecturers should be included in the program budget. Be aware that government officials and businesspeople may not be allowed to accept an honorarium. Tour guides, local experts, museum guides, or excursion hosts may have valuable perspectives, but are not generally considered qualified academic staff.

What should the syllabus look like?

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

- Course description
- Clear learning objectives that include intercultural growth goals
- 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 (specific hours students will be in class, on excursions, in studio, in the field, etc.)
- Number and duration of pre-departure meetings
- Standard university language around academic integrity and accessibility

Who may participate?

Qualified students will have both 1) the necessary academic preparation; and 2) the ability to meet program expectations. Course prerequisites should align with standard course requirements. Each program will have its own 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' motivation 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(s) of recommendation, portfolio of work, etc. The application management system enables faculty to "review" and "recommend" or "reject" applicants. **Faculty must inform OGE of who they are accepting. OGE will formally accept students to the program using Terra Dotta and will send a welcome message with details on how to pay the required \$400 deposit.**

Faculty leaders may choose to create wait lists and should communicate about wait list management with OGE. Because accepting students has implications for both budgets and student communications, please notify both your assigned Program Manager and Global Education Assistant whom you are accepting and any students who are on a wait list.

All program participants must be registered as a CU Denver or CU Anschutz student prior to the first pre-departure meeting and must take 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 | Anschutz 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.

What are program dates?

Accurate program dates are essential for students' travel planning. Tentative dates may be given for the proposal, but final dates must be confirmed before the program is open for applications. Once program dates are published, they may be changed only in exceptional circumstances and only after consulting with OGE.

Program start date/arrival date: This is the date students must arrive on-site. For certain international destinations, the arrival date may be a full 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?

Include a tentative daily schedule, clearly delineating between the following elements: 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; 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 which may help clarify liability when students engage in activities on their own. Most faculty include a daily schedule in the syllabus. We recognize that dates 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. Company tours, museum visits, observation of or participation in local ceremonies, attendance at arts or cultural performances, etc. are examples. Program excursions and related activities should pertain *directly* to course content, research and/or other fieldwork, and/or to an understanding of local history and culture.

What transportation methods can I use?

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

Can I use a travel agent or other local provider?

All program activities should be selected by the faculty leader(s) since they are linked to a specific course. In most locations, Global Education can 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.

Why is free time on programs important?

Students need time to think, analyze, reflect, and explore the course content and their new surroundings. They also need time to engage with local people. While a short-term study abroad

program lends itself to 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 study abroad participants 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 | Anschutz Code of Conduct. Participating students sign a *Release from Responsibility, Assumption of Risk, and Waiver* that supports faculty authority during the program abroad.

What if I plan to travel on my own during a free day or weekend while leading 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 during the program may do so, but are expected to provide the following to their students and OGE:

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

If any of the above changes notify your students and OGE 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 can reach you while away.

Can we deliver course material before we leave and allow assignments to be turned in after we return?

Yes. You may begin your course and start accruing contact hours before the start date of the program abroad as long as the pre-trip course meeting(s) are during same the term as your program. We prefer that *academic* work not be required during the semester prior to departure.

Can faculty arrive in the host country early?

Yes, but additional expenses related 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.

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

Programs must be financially and academically viable. We urge faculty leaders to think carefully about the minimum and maximum number of students that a program can reasonably accommodate and when it is necessary to add a second faculty or staff member. Programs with co-leaders should give compelling rationale for two faculty, e.g., two courses, highly integrated interdisciplinary approach to the subject, etc.

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

Yes – generally, 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.

Can I provide photographs to be used in OGE marketing materials?

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 strongly encourages faculty to design their course so that it is accessible to all students. The CU Denver Office of Disability Resources and Services (DRS) or the Anschutz Office of Disability, Access and Inclusion can assist a student in obtaining a reasonable accommodation for the course as long as that student is registered with the appropriate office. It is important for students to disclose their disability as early as possible so that a plan can be developed. 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 an OGE staff member about what a virtual course could look like. We have experience converting several traditional study abroad programs to a virtual format.

II. Program Budgeting

How do I get started on a draft program budget?

The program application includes the budget template you are required to use. The template is in Excel and includes a drop-down menu for the school/college where the program will be housed. In the title heading, please use 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.

How do I determine my salary for the budget? Can assisting program staff receive a salary?

Speak to your school/college 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. University staff members may provide program support but may not receive a salary since they are already compensated as full-time employees. Their travel costs should be included in the budget. Exceptions must be reviewed by the appropriate authorities in each school/college, the Office of International Affairs, and the University of Colorado Denver Budget Office.

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 and published, it cannot be changed. The program must operate within the budget and each faculty leader is responsible for managing their program budget.

What if there is a deficit or money left over?

Each budget is carefully designed to break even. Global Education and the university cannot subsidize programs that lose money. Proper budgeting, financial management, and recruitment should achieve the program's financial 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 school/college and OGE. Unanticipated losses will be carefully analyzed and discussed with the school/college and/or department within the context of future program sustainability. It is wise to be conservative when estimating student participation numbers and to expect a student or two to withdraw during the process.

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

Will student airfares be included in the program fee?

No. Group tickets are often more expensive and less flexible, with high cancellation/change penalties. Many students prefer to make their own plans, use frequent flyer miles, etc. You may recommend a specific flight or itinerary to simplify the arrival process. Students (and parents) appreciate it when faculty share their itinerary so students may make arrangements for the same flights. Students and faculty are encouraged to purchase travel insurance to cover personal belongings and unforeseen travel interruptions.

What about visas for the country/countries we will visit?

Faculty visa fees are included in the program budget. Generally, student visas are not included in the budget. In most instances, *students* are responsible for all fees and costs associated with securing their visa. Visa requirements have considerable variation and levels of complexity. OGE is not able to act as a visa agent, handling individual passports, mailing documents, or arranging for express services. *Be advised 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 an excursion cost?

The term "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?

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 consider building an extra 'TBD' excursion into your budget to accommodate these items. Do not plan to overspend your program's budget.

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

The program budget cannot cover alcohol 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 pre-approved. Contact OGE staff for more information.

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 complies with 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.

All international travel requires pre-approval from both your academic department and the designated International Travel Approver (most likely your dean) prior to booking the travel. You will use the Concur System to obtain approval for International Travel. Contact FinProHelp@cu.edu with questions.

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 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 I receive per diem, what does it cover?

The M&IE portion of per diem is intended to help offset some of the extra expenses of travel such as restaurant meals and laundry. It is not intended to cover every possible personal expense, since you

would incur personal expenses regardless of location and meals are often included at the hotel or during the program. The average of faculty M&IE per diem listed in budgets in recent years has been 50-60% of the USG per diem level. The Global Education Advisory Committee (GEAC) recommends that M&IE per diem not exceed 75% of the U.S. Government per diem for the destination country, which can be found online: https://aoprals.state.gov/web920/per_diem.asp

How many guest lecturers are allowed?

There is no limit on 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 into the category of guest lecturer (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, their role 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 you to donate 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, such as required Internet use for class, videotapes, digital cameras/video/photography equipment, please discuss these costs with your OGE program manager. High-priced technology items are beyond the budget for typical study abroad programs and will have to be approved (with appropriate justification) on a program-by-program basis. Carefully consider how the program can run without this equipment or these services. Some equipment and resource costs are best covered by departments that can 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?

This category is for phone calls, internet, and other forms of communication. The amount varies, but \$100 is a good estimate. We encourage the use of Skype, Zoom, and WhatsApp which are free.

Will the program provide a cell phone?

OGE does not provide 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 online or upon entry to your host country or subscribing to a temporary international plan with your current U.S. provider. Consider these costs when planning your program budget. Please make OGE aware of your plan and the best number to reach you once you arrive in country.

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

Organizing a study abroad program is a lot of extra work. We appreciate your efforts! Wherever possible, OGE strongly advises that you work with a locally based provider. They have local knowledge, expertise, and the language skills to coordinate local arrangements. If the budget allows, OGE may agree to include an additional program support person to assist with more students. A program must enroll at least 12 students to include the costs of Program Support. The Program Support's sole responsibility should be to assist you and your group. The Program Support will have travel expenses covered but will not receive a salary if they are a full-time CU Denver | Anschutz staff member already receiving a salary unless an exception is made with the approval of the Associate Vice Chancellor for Budget. All Program Support 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 their responsibilities and how they were selected for 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.

Are medical insurance, the OGE fee, and the contingency fee mandatory?

Yes, these costs are built into the budget and are mandatory. OGE is primarily self-funded, and our fees are set by the university and approved by the Board of Regents. Insurance fees are adjusted annually by our insurer. Program leaders are personally responsible for the cost of guest and family insurance and shall submit the names of program guests and family members to OGE to enroll them in insurance. The contingency fee helps cover unexpected costs.

What is GAR?

The General and Administrative Recharge (GAR) is collected by the University; OGE does not receive this money. GAR covers overhead; because we are a D2 office and the university recognizes the importance of study abroad opportunities and is committed to making them as affordable for students as possible, our programs are granted a significant reduction in GAR - the standard rate is 18% and we pay 6%.

III. Risk Management

What is covered by international health and/or other insurance?

The program costs include Gallagher International Health Insurance paired with ISOS evacuation services during your program dates. The same insurance is provided to student participants. The Gallagher plan includes riders for political/security and natural disaster coverage for all participants. ISOS assists in identifying medical care overseas. Gallagher is not travel insurance. If you or your students want travel insurance that covers flight delays, cancellation, theft, etc. it will need to be

purchased separately. Square Mouth is a respected travel insurance provider.

ISOS holds a contract with a licensed therapy service to provide up to five therapy sessions for students during or following study abroad. Students have reported positively on these services. During the student interview process, faculty should inquire if students have concerns-- mental health or other--about study abroad and if they have a plan for managing those concerns. The University Office of Case Management/Counseling Center is a good resource for student support.

What should I know about risk management?

Participants enrolled in the program must be aware of the rewards and risks involved. We ask about your concerns and any potential risks associated with your Global Study program. We have resources available to assist you in identifying and mitigating risks and will provide support as needed.

I have concerns about leading a Global Study program. With whom should I share them?

We ask you to share your concerns with us so that we can address them together. Any concern is valid, and range from student mental health issues, alcohol and drugs, transportation logistics, or the safety of accommodations.

What risk management resources are available to help me?

OGE works closely with the University's International Risk Management Committee (IRMC) 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 | Anschutz Disability Resources and Services, 303.315.3510 and CU Anschutz Office of Disability, Access, and Inclusion 303.724.5640
- 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. The ISOS website provides detailed and location-specific information. They also offer 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/>

IV. Roles and Responsibilities: Faculty

1. **Program Promotion** –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 faculty-led programs with students during advising sessions, visit classes, organize two study abroad fairs per year, table at university events, e.g., Spring Fling, etc. We encourage you to participate in our study abroad fair and 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 for students beyond CU Denver | Anschutz. 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 | Anschutz student enrollment and will communicate with students about ordering transcripts. While OGE welcomes the participation of non-CU Denver | Anschutz students, our primary goal is to serve CU Denver | Anschutz students. Your recruitment plan and program budget should not rely on the participation of non-CU Denver | Anschutz students.
2. **Course Approval** – Faculty members are responsible for making sure that their proposed courses follow university and college guidelines. They are responsible for making certain the course is in the catalog, 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. We recommend using the *daily schedule* to track schedule changes, e.g., visits. Review revised University syllabus guidelines here: http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx and search Syllabus.
 4. **Program Development** – Faculty will work with OGE staff to design and work with overseas partners, facilities, local transportation, etc. Faculty are expected to prepare a tentative calendar and budget for the program proposal. Faculty will work with OGE and the OIA Finance representative to finalize budget, determine payments, make financial arrangements, etc. Each program will be different, but it is the responsibility of the faculty or the third-party provider they engage to make local arrangements.
 5. **Faculty Pre-Departure Orientation** - This workshop is **mandatory** for all faculty and support staff leading programs. Designed to set you up for success while abroad, it includes important information about faculty responsibilities, financial management, maintaining a positive learning environment, risk management, 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 complex and usually operate within a very narrow timeframe. Students should be given a final daily calendar prior to departure, ideally at the pre-departure meeting with faculty leaders. Excursions, dates,

times, and other plans are subject to change, and 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 accommodations, 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.
 - Liaising between CU Denver | Anschutz and a local program provider (if a third-party provider is used).
 - Remaining on the ground for the entire course to deliver the course content.
 - Organizing a gathering after the program has ended and everyone has returned. Students might give presentations or discuss their experience and how they will incorporate what they learned into their academic or career goals.

Due to the highly concentrated nature of most CU Denver | Anschutz Global Study programs, faculty should not count on having time to conduct research during the official program dates.

8. **Unexpected Inability to Lead Program** – If you find yourself unable to lead your proposed or approved program (e.g., due to a medical emergency, tenure commitments, etc.), please notify OGE right away. This does not automatically mean your program will be cancelled! OGE will work with you, your department chair, and/or your Dean to identify potential replacement faculty leader(s) who can deliver the same quality, engaging program that you've designed.
9. **Program Budget** – Faculty are required to submit a comprehensive budget as part of the proposal process. If working with a program provider, determine what costs they will and will not cover. If not using a provider, it is your responsibility to determine accurate costs of excursions, housing, transportation, etc.
10. **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. As with all other University travel, reimbursement will not be possible for undocumented or unauthorized expenses (e.g., alcohol purchases).

11. **Program Review and Debrief** – Faculty Leaders are encouraged to submit a final evaluation or meet with OGE staff regarding the following:
 - a. **Program overview** – A brief description of the program objectives, activities, content and delivery. How effectively did the program meet its objectives?
 - b. **Program highlights** – What activities, events or sights were particularly significant? What unique learning occurred?
 - c. **Challenges and incidents** – Did you face any particular difficulties (either in Denver | Aurora or abroad) with program delivery?
 - d. **Contacts and institutional affiliations** – Please provide key contacts who could work with the program in the future or could contribute to CU Denver | Anschutz’s internationalization objectives.
 - e. **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 upon, or avoided? What are your thoughts on the program as a whole? Should it be continued? Would it be possible to collaborate with colleagues from other departments?
12. **Risk Management** – Health and safety are among CU Denver | Anschutz’s primary concerns and commitments. We want all participants to be fully aware of the 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 throughout this process. You will be asked to complete an “Emergency Action Plan” form that details resources available on site and comprehensive contact information. Faculty are also responsible for reporting any health or safety incidents to OGE staff.

V. Roles and Responsibilities: Office of Global Education

OGE is responsible for the overall management of all CU Denver | Anschutz students seeking to study, conduct research, intern, and learn outside of the U.S. Programs taught, supervised, and organized with CU Denver | Anschutz faculty are one way to integrate global learning into the curriculum and to offer international educational opportunities to CU Denver | Anschutz students. OGE works with OIA, Colleges, Schools, and Departments to develop a portfolio of CU Denver | CU Anschutz education abroad programs. OGE is committed to implementing challenging, affordable, and well-organized education abroad opportunities. 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 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 support negotiations with overseas providers. OGE works with OIA Finance 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 protect university interests. We work closely with University (System and CU Denver | Anschutz) Risk Management to develop risk, safety, and security plans.

2. **Program promotion** – OGE organizes two study abroad fairs per year, periodic study abroad tables and other promotional events at the Tivoli, Student Commons, and other high traffic campus locations. We manage the OGE website and the online application management system which includes information about all of our study abroad opportunities, including Global Study programs. OGE produces and distributes program brochures to students, faculty members, departments, advisors, and other campus partners. 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 a range of reputable “third-party providers” who can assist with the implementation of your Global Study program. Every Spring and Fall, OGE organizes a pre-departure orientation for faculty to prepare them to lead programs abroad.
4. **Budget and financial management** – OGE and the OIA Finance team collaborate with faculty to develop a program budget. The OIA Finance team arranges payments for different aspects of the program. The OIA Finance team will also arrange for cash advances and other payment options to facilitate those payments. Upon your return, we will submit receipts for program expenses for reimbursement. The OIA Finance team also prepares 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. We prepare and deliver mandatory student pre-departure orientations.
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 health and safety of CU Denver | Anschutz 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, the IRMC recommends responses to risks, security issues, and natural disasters for CU Denver | Anschutz personnel engaged in international

activities. IRMC is charged with implementing agreed-upon guidelines and courses of action for international travelers. OIA and OGE work with several partners on and off campus to prepare and manage risk. OGE maintains a 24-hour emergency contact phone.

OGE plays an important role in managing risk for students and learners who travel abroad. OGE's involvement applies to all students traveling abroad for CU Denver | Anschutz 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.

International SOS Risk Ratings: Student travel to countries with a high ISOS travel or medical risk rating is subject to close scrutiny. The university prohibits 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 with high levels of danger due to conflict, and travel to countries with a HIGH ISOS medical or travel rating must be reviewed by the International Risk Management Committee (IRMC) per University of Colorado Denver | Anschutz Medical Campus student travel policies. The IRMC and the Provost at CU Denver or the Executive Vice Chancellor for Academic and Student Affairs at CU Anschutz 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 would impact the level of security and risk of a program. **The Provost or Executive VC 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, along with logistical and programmatic elements of their study abroad 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.

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 Study Programs
Faculty Member Agreement 2024-2025**

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

- Ensure the courses offered for the program have departmental approval and are listed in the university course catalog.
- If there are any significant changes to the program, I will notify the Office of Global Education in writing before the student application is opened and acknowledge that changes proposed after the application is open 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 | Anschutz course code; change in International SOS travel and health risk ratings.
- Inform my department chair and/or associate dean about significant changes to the program.
- Submit a scope of work for program support staff.
- For both winter and summer programs, be present on campus during the fall semester to actively promote the program and recruit students to participate.
- Review student applications on a rolling basis and reach out to new applicants in a timely manner.
- Interview all applicants and verify that applicants meet both OGE’s and my published eligibility requirements prior to acceptance.
- Recruit the minimum number of students as indicated in the program budget; if the minimum is not met, agree to cancel the program or make budgetary adjustments in order to allow the program to run without a deficit.
- Be present on campus during the semester prior to the program to provide pre-departure meeting(s) for admitted students.
- Attend and actively participate in the mandatory Faculty Pre-Departure Orientation administered by the Office of Global Education (OGE) in late Fall for winter programs and late Spring for summer programs.
- Require course assignments only after the beginning of the program’s academic term unless extenuating circumstances require otherwise.
- Communicate to students the course syllabus, program itinerary, and daily calendar prior to the start of the program.
- Be physically present for the entire course.

- In the event of an emergency, refer to and follow the protocol in the program's Emergency Action Plan (EAP) 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, faculty leaders, the department chair, and the 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 OIA Finance 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, 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 | Anschutz, 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 | Anschutz policy and am therefore a mandatory reporter to the University of incidents of discrimination, harassment, sexual misconduct, and/or retaliation by or upon campus community members. I agree to make every reasonable effort to promote the health, safety, and well-being of the students, and to promptly inform the university of any threats or concerns related to the health, safety, or security of the program and/or its participants.

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

Faculty Signature

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 likelihood 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.

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. You may wish to draft your responses in Word before entering your responses into Terra Dotta online.

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

Proposal Questions and Sample Answers

FACULTY NAME _____
CU Denver | Anschutz - Faculty Global Study Proposal, May/Summer, 2025
Status: Under Review Risk Management Applicant

Responses for "Faculty Global Study Proposal"

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 and revised 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. Answer the questions as they pertain to you personally.**

Part 1: Program Information

1. Program Name

- a. 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]".
- b. Please note the country or state name will already be included in our title 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: Malawi

3. Program Location: City/Cities: Lilongwe, Mua, Mangochi, Nkhonkhotakota

4. Program Dates: Arrival & Departure

- a. Provide the estimated arrival and departure dates. Please indicate if the program will start and end in different cities.
- b. When selecting program dates, please note: students on Winter programs cannot depart from Denver before Thursday, December 26, 2024 and students must be able to return to Denver by Sunday, January 19, 2025. Students on Maymester/ Summer programs cannot depart from Denver before Sunday, May 18, 2025 (the day after Commencement). Maymester students must be able to depart for Denver no later than Saturday, June 7, 2025 so that they may attend the first day of Summer term classes on Monday, June 9, 2025. Summer students must be able to return to Denver no later than Saturday, August 16, 2025, so that students can attend the first day of Fall classes.

Faculty Response: Monday 2 June 2025 to Friday 20 June 2025

5. Proposed Student Group Size

- a. 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.
- b. 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.
- c. Faculty leaders wanting to budget for less than 10 students must receive approval from OGE prior to submitting proposal.
- d. Minimum and maximum numbers are flexible for domestic programming.

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

6. CU Denver | Anschutz Course Number(s)

- a. Provide the CU Denver | Anschutz 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.

- b. 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 | Anschutz Course Prerequisite(s)

- a. Are there any course prerequisites for this program, including class standing, major, or discipline? If yes, be prepared to indicate them.
- b. 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

- a. 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

- a. Remember that applicants must meet OGE's Eligibility Requirements for study abroad.
- b. OGE requires that all study abroad applicants complete the following:
 - 1. Statement of purpose
 - 2. Interview with faculty member
 - 3. Upload unofficial transcripts demonstrating a minimum GPA of 2.5
 - 4. Electronic signature documents (risk waiver, finance policy, etc.)
 - 5. Pass a student conduct check
- c. Faculty should 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?

- a. 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.
- b. 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?
- c. **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 to keep student cost down.**

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

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

- a. 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?

- a. 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 excursion, and they are very experienced in country.

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

- a. 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.

- a. 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. Upload a copy of the program's syllabus. (Contact OGE for Sample Syllabus.)

- a. Review the [CU Denver | Anschutz Syllabus Guidelines](#) for tips on what your syllabus should include, such as:
 - i. Course description
 - ii. Clear learning objectives that include intercultural growth objectives
 - iii. Instructional methods (lecture, discussion, group work, field trips, etc.)
 - iv. Special requirements (e.g., prerequisites? physical ability? language requirements? research background?)
 - v. Grading - a percentage must be given to each grading element (e.g., attendance, participation, projects, exams, and consequences of absences, tardiness, etc.)
 - vi. For courses that are cross listed between undergraduate and graduate there must be a distinction in workload requirements.
 - vii. Attendance policy
 - viii. Course outline (What hours students will be in class? On excursions? In studio, field, etc.)
 - ix. Number and duration of pre-departure meetings

17. Upload a copy of the program's daily schedule. (Contact OGE for a full example.)

- a. 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.

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

Part 2: Motivation & Prior Experience

1. **Have you, or has your department, run this program in the past?**
 - a. If yes, please be prepared to list the terms and years (e.g., Maymester 2019) 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.
 - a. 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.
5. **Department/College/School Goals for International Experiences**
 - a. 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.
6. **Provide the name and email address of your Department Chair and/or Associate Dean.**

Part 3: Risk Management

- 1. What are the International SOS ratings for your proposed destination(s)? Why?**
 - a. Consult [International SOS](#) (Member ID: 11BCAS000006) and list the Medical, Travel, and COVID-19 Impact Risk Ratings for all countries on your proposed itinerary.
 - b. 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?**
 - a. Consult the [US State Department website](#) to find Travel Advisory Levels for all countries on your proposed itinerary.
 - b. 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?
- 3. Identify any other health, safety, and security risks associated with your program or location.**
 - a. 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.**
 - a. 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.
- 5. Describe any water-based activities and related water safety measures for this program.**
 - a. 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.**
 - a. 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.**
 - a. Include air, ground, water, and animal transportation if applicable.

- b. 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).

- a. 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?

- a. 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."
- b. 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.

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

- a. 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?
- b. 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?

- a. 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.
- b. If you have run this program before, what have students done in the past during unscheduled free time?

Part 4: Marketing & Recruitment

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

- a. 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.
- b. 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.).
- c. OGE highly recommends that you include **Diversity, Equity, and Inclusion** strategies in your recruitment efforts.

13. Recruitment Plan Modifications for Under-Enrolled Programs.

- a. 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.
- b. If neither scenario applies to you, please type "N/A" in the answer box.

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

- a. 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. If 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?

Appendix III Proposed Budget Sample

Waking Your Entrepreneurial Spirit in Spain; Maymester 2024; Business School		
Type of Program, choose from list	In-person international	
Number of Students:	15	
Number of Faculty	1	
Number of Program Support Staff	0	
Number of credits	3	
Exchange Rate: \$ per Foreign Currency	1.1	
Duration of program (in days)	19	
	5/13/2024	5/31/2024
Indicate here if coming in early/staying late due to flights or program setup	5/12/2024	5/31/2024
Initial budget		
Jim LoPresti Salary:	\$ 4,500.00	
Jim LoPresti, Benefits	\$ 1,215.00	
Co-Faculty Name, Salary		
Co-Faculty Name, Benefits	\$ -	
Classroom or studio space	\$ -	
	Per Person	Total
Faculty and Program Support airfare	\$ 1,500.00	\$1,500.00
Faculty and Program Support per diem (meals and incidentals), if more than 1 faculty/program support, pls list per diem for each person	\$ 75.00	\$1,387.50
Faculty and Program Support accommodations (for one night before; faculty accommodations included in provider fee)		\$100.00
Faculty and Program Support visa fees, if applicable		\$0.00
Faculty and Program Support airport transportation to/from DIA	\$ 100.00	\$100.00
Faculty and Program Support local transportation & airport pick-up	\$ 100.00	\$100.00
Faculty and Program Support cellphone costs	\$ 100.00	\$100.00
Provider Fee, per student (if using a provider, you may be able to skip some of the following line items) (indicate if faculty is included) Itemize provider inclusions in column H.	\$ 3,670.00	\$55,050.00
Student accommodations (included in provider fee--students have access to kitchen facilities and have breakfast provided in Sitges)		\$0.00
Student in-country transportation & airport pick-up (included in provider fee)		\$0.00
Excursion and/or entry fees, cost per person (includes faculty and program support) (included in provider fee)		\$0.00
Farewell meals, cost per person (includes faculty and program support) (included in provider fee)		\$0.00
Miscellaneous (e.g. additional materials for the course, faculty COVID test, etc.)		\$50.00
Honorarium, if applicable		
Other Costs		
Student International Health Insurance	21	315.00
Faculty and Program Support International Health Insurance	21	21.00
OGE Administrative Fee	600	9,000.00
Contingency Fee	250	3,750.00
	Subtotal Program Costs	77,188.50
	GAR	4,926.93
BUSN	50	2,250.00
	Total Program Course Cost	\$84,365.43
	Per Student Course Cost	\$5,624.36
Per Student Cost/Publish Price		5630
For student billing purpose, the program charge is split as follow.		
Study Abroad tuition	\$	1,482
Other Educational Charge	\$	4,148

Budget Review Steps

School/College Business Partner (Connie Amen)
 OIA Finance (Trang)
 OGE Program Coordinator (Nicole)
 Sent to Jen St. Peter (Catherine)
 University Budget sign off (Jen St. Peter)

Date Reviewed

8/1/2023
 8/2/2023
 8/8/2023
 8/9/2023
 8/11/2023

Appendix IV: Example Emergency Action Plan

Emergency Action Plan

Program Name/ School/College:	BUSN Cuba – Cuba Libre, Innovation and Culture
Program Leader(s):	David Ruderman (faculty); Enrico Leone (staff)
Program Dates:	January 1, 2024 – January 14, 2024
Number of Students:	17 students (14 - U.S. citizens, 1 Kuwait citizen, 2 – China citizens), 2 faculty/staff

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: 106 for police and 105 for fire **NOTE: unless the emergency is sexual assault. If sexual assault, contact the U.S. Embassy: 011 – 537 – 839 - 4100**

4: Contact International SOS +1.215.942.8478 (collect calls accepted) for mental health support, 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; Michelle Larson-Krieg +1.720.822.8754
- 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>Primary Leader: Dave Ruderman In-Country cell: +1 303 726 9758 Transit number: +1 303 726 9758</p>	<p>Assistant Leader: Enrico Leone In-Country cell: +1 303 587 3911 Transit number: +1 303 587 3911</p>
<p>9-1-1 Equivalent: Police 106, Fire 105</p> <p>Country Calling Code: +011</p> <p>Local Consular Services: US Embassy in Havana Calzada between L & M St., Vedado, Havana 011-537-839-4100</p> <p>Chinese Embassy in Havana Calle 13, #551, Entre Cyd, Vedado, Havana 011-537-833-3005</p> <p>Kuwaiti Embassy in Havana 5ta. Ave. North 6804 e/ 68 y 70, Miramar, Playa, Havana 011-327-206-1014</p> <p>Local police departments: Dial 106</p> <p>Local fire departments: Dial 105</p> <p>Local Partner and In-Country Contacts: Cuba Educational Travel (CET) Office location: Hotel Capri, Calle 21 between N & O, Vedado, Havana. 011-537-839-7200 Gabriela Otano ***011-535-250-5368</p> <p>Itinerary Outline (Date, Location, Mode of Transit): January 1 – Arrive in Havana, transport to Vinales Valley (chartered bus) January 2-3 – Vinales Valley January 4 – transport to Havana, Cuba (chartered bus) January 4-6 – Havana, Cuba January 7 – Independent research day January 8 – transport to Trinidad, Cuba (chartered bus) January 8-11 – Trinidad, Cuba January 11 – transport to Havana, Cuba (chartered bus) January 11-14 – Havana, Cuba January 14 – Depart Cuba</p>	<p>Hospitals and Doctor Clinics: Havana: Cira Garcia Clinic is for foreigners only; 011-537-204-2811. Calle 20 No. 4101 esq. Ave 41, Playa, Havana Viñales: Provincial Hospital Abel Santa María, 011-534-876-2068 in Pinar del Río, the capital city near to Vinales Trinidad: Clínica y Farmacia Internacional, 011-534-199-6492 103 Lino Perez, Trinidad 62600</p> <p>Accommodation (Name, Address, and Phone): Havana Hostel Hanoi, Calle 5, between Calle D y Calle E 011-53-5-835-3920 Viñales Casa Candido, Calle Rafael Trejo #2 011-53-5-546-0995 Trinidad Hostel Sky View – 120 Calle Borrell, Trinidad 011-53-41-994800</p> <p>Two emergency meeting places, per location: Havana 1) Hotel Parque Central Lobby 267 Agramonte, Ciudad De La Habana Phone: 011-537- 860-6627 2) Hotel Nacional Calle O Esq. 21, Vedado, Plaza, Ciudad De La Habana Phone: 011-537-836-3564 Viñales 1) The baseball field 2) Main plaza, in front of Iglesia del Sagrado Corazon de Jesus, Viñales Trinidad 1) Lobby of the Iberostar Trinidad, 262 Calle Jesus Maria, Trinidad Phone: 011-534-199-6070 2) Plaza Mayor, in front of the Church of the Holy Trinity, Trinidad</p>