



International Affairs

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Faculty and Staff-Directed Abroad Handbook

Introduction

As the world becomes a more globalized society, critical thinking in a worldly setting is a vital tool for students to gain while in higher education. But not only is education abroad vital for the growth and development of each student it is vital for positively impacting our world. It is for these reasons why UCCS should be trying to target as many students as possible for experiential learning. Faculty and staff-directed (FD) study abroad helps achieve this by expanding on traditional classroom teaching methods and bringing the students directly in contact with the world in which they will be entering after college in a structured learning environment.

This handbook is meant to be informational for faculty who are interested in designing and implementing a successful FD short term abroad program. The information contained in this packet will cover everything from what types of FD programs you can offer, to planning your program and how to manage it. After reviewing this packet, please contact the Education Abroad office to set up a meeting.

What are Faculty and Staff-Directed programs?

Faculty and staff directed programs are typically credit bearing courses in which UCCS faculty members create a class for credit that incorporates international travel as an integral part of the coursework. The international travel associated with the coursework is usually short-term from 1-4 weeks during the summer, winter, or spring break. The travel portion of FD programs should not interfere with Fall or Spring semester classes.

FD programs are ideal for students who are not interested or cannot pursue other forms of study abroad. These include:

- Nontraditional students with home, job and family responsibilities
- Students whose coursework is very structured with limited flexibility
- Students who are not yet willing to do a long-term study abroad program
- Students who have already gone abroad and are looking for another structured international experience

Key items to think about for FD programming...

- **Academics**-Is this program academically viable for the UCCS student population? Is this going to be a meaningful academic experience for participants? How will you maintain the academic integrity of the coursework? Academic integrity is at the core

of FD programs with measurable learning outcomes from the travel portion of programming.

- **Location**-How does the curriculum connect with the location sites? Are you comfortable taking participants to the selected destinations? Faculty and staff participants should have some familiarity academically and personally with the location(s) visited in order to properly facilitate a program.
- **Finances**-How can I make this program cost effective and affordable for students? Some students may not have the financial viability to afford costly and longer programs, therefore cutting out certain aspects of the program may be required for the program to run. It is important to keep in mind all financial aspects of faculty and staff directed programs to keep costs reasonable.
- **Recruitment and Population**-How will you make this program appealing to students? What kind of students do you want to go on this program? Do you want to open this program to other CU students? The Education Abroad team will also be primary marketers of faculty and staff directed programs as they see fit.
- **Participants**- means all undergraduate students, graduate students and postdoctoral research associates engaging in UCCS-related or UCCS-sponsored student international educational travel. "Participants" also includes any faculty and staff engaging in UCCS-related or UCCS sponsored student international educational travel with such students.

These items are addressed in the multi-stage proposal plan and faculty and staff should be prepared to work with the Education Abroad team as well as their departments on addressing these areas and answering these questions.

Types of Programs

Depending on the curriculum and cost, programs can and will be structured differently. Programs can either stay in one location or may travel to several different locations within a city, country or region. The Education Abroad team is open to assisting faculty and staff participants in developing new and unique ways to structure programs.

Partner University Program

UCCS has university partnerships in foreign countries that may be open to hosting for faculty and staff directed groups for accommodations and/or classroom space. Additionally, these partners may also be open to assisting faculty and staff in planning their itinerary for their program. Please speak with the Education Abroad team about these opportunities.

Hybrid Program-Classroom and Travel

These programs have a classroom component beforehand allowing the students to gain vital knowledge that they will use during their international travel. Often faculty members will assign homework during the travel and have follow-up reflection assignments after they return.

Travel Only Program

These programs use the travel solely as the academic component. Usually these programs would be longer than a week with a mandatory Pre-Departure Orientation beforehand. This program is recommended to have participants within a certain academic area only.

Planning a Trip

Planning a program typically takes between 8-18 months from the idea stage to the implementation. The sooner that you start planning the better! All faculty and staff that are interested in planning a program should contact the Education Abroad team for collaboration. There are several steps to planning a FD program outlined below:

Curriculum Program Proposal

The proposal is divided into several sections specific to information needed by the institution for official approval. It is ultimately up to you as a faculty member to design the form of your course and the syllabus, however the following elements need to be kept in mind and included in any proposal for a FD program for credit.

- Course Prefix, Number, Title, Credit Hours
- Academic level (graduate or undergraduate)
- Course Evaluation (how the students will be graded)
- Term in which the coursework is to be added to

It is vital that programs maintain the academic rigor and integrity that is required of all UCCS courses. Please note that all curriculum proposals need to be approved and have the signature of department chairs or deans.

For faculty and staff members that are planning a non-credit bearing course, the curriculum proposal should be replaced with a general purpose and goal of the trip to accompany the rest of the proposal pieces.

Travel Program Proposal

This part of the proposal is specific to the proposed travel arrangements and need to compliment the Curricular Program Proposal or general purpose and goal of the trip. The following elements need to be included in the Travel Program Proposal:

- Travel Dates
- Travel Locations
- Proposed Itinerary
- Number of Students
- Lodging
- If you will be working with an outside company to arrange any part of this trip/If you want to work with an outside company to arrange travel.

Please note that the leader to student recommended ratio can and will change based on the location of the travel and the individual activities.

- Europe 12:1 student to leader ratio
- Asia 12:1 student to leader ratio
- Africa 7:1 student to leader ratio
- Latin America 12:1 student to leader ratio

Budget Program Proposal

Budget proposals can come by detailing line items and/or including any estimates that have come through 3rd party organizations. Faculty and staff participants should be consulting and meeting with Education Abroad when facilitating 3rd party bids. Before a bid is approved from a third party servicer, Education Abroad will need to approve the budget and itinerary.

Budgets should be created and will be marketed on a cost-per-student basis. Budget line items should be included with as much transparency as possible.

Some of the key budgetary elements to consider are the following:

- Airfare
- Meals
- Ground Transportation
- Tuition and Fees
- Faculty expenses
- Accommodations/Lodging
- Excursions
 - a. Tickets/Entrance Fees
 - b. Tour Guide costs
- International Health Insurance

Visas and Immigration

Faculty and staff participants should be aware of immigration issues (Passport and Visas) prior to selecting a location for a program. Immigration requirements will vary by country and by the student's country of citizenship. Faculty and staff participants should not assume that all students are U.S. citizens and hold a U.S. Passport.

For short-term programs, it is recommend that faculty choose a location in which it is not required to go through lengthy visa processes as this increases cost and potential complications for participants. However, some countries require visas but have very simple visa procedures in which they can be obtained online or at the airport upon arrival. Faculty and staff participants should consult Education Abroad for questions or concerns regarding this.

Student Participation/Recruitment

Marketing and student recruitment are essential and required for FD programs to run. While the Education Abroad team will assist faculty in developing a marketing plan, it is essential that program participants actively participate in marketing their own program and recruiting students. Faculty and staff participants are the primary medium to engage students about their programs. Faculty and staff participants are encouraged to speak with students inside and outside of the classroom regarding their program.

Faculty and staff participants are required to hold and/or participate in information sessions regarding their trips. Members of the education abroad team will also be marketing FD programs through the IA website, social media forums, additional information sessions, posters and classroom presentations. Faculty and staff participants and the Education Abroad will work as a team to give as much exposure to programs as possible.

Because all program budgets function on a minimum/maximum number of participants, it is vital that recruitment and marketing is done with this in mind.

Other Faculty and Staff Participant Expectations

Faculty and staff participants are "Responsible Employees" and "Campus Security Authorities" (pursuant to federal and state law and regulation and university policy) for student participants in their program EVEN IF the faculty or staff participant does not travel abroad.

Faculty and staff participants are required to report any report of protected class discrimination and harassment to the UCCS Title IX Coordinator within 24 hours of the incident according to best practices. This includes sexual harassment, sexual assault, stalking, harassment, and dating/domestic violence. Please see UCCS Policy 300-017 Discrimination and Harassment Policy, available at <http://www.uccs.edu/Documents/vcaf/policies/2014/300->

[017DiscrimHarassment12-14-15.pdf](#) and UCCS Office of Institution Equity Process and Procedures, available at http://www.uccs.edu/Documents/equity/policies_procedures_2015_2016.pdf.

While abroad, faculty and staff participants may encounter psychological, emotional or mental issues of participants. Faculty and staff participants should be responsive to a student's individual needs. They are also expected to use their best judgement in reporting these issues to Education Abroad. Faculty and staff participants should always feel comfortable contacting emergency medical personnel in the program's country for assistance if needed.

Faculty and staff participants are bound to comply with applicable law, regulation, and university policy and procedure.

Academics

The academic components of the program will be directly set-up through the academic department by the faculty member leading the program. The faculty member leading the trip will need to work through the appropriate channels within his or her College or School to have the course approved and/or listed for the desired term the course is being offered. In addition, minimum student registrations will need to be met as set by the College or School. Once the class title and number is created, the faculty leader will need to share the details with the International Affairs Office to include on any advertisement and web materials.

Compass Curriculum Credit

The Compass Curriculum is the campus-wide undergraduate, general education program at UCCS. Your faculty directed course may be eligible to receive a designation for inclusiveness, sustainability, and writing intensive. The process of approval takes about one month and you are encouraged to submit your course for approval. To learn more about a Compass Curriculum Submission, please visit <http://www.uccs.edu/compasscurriculum/faculty/compass-curriculum-submission.html>.

Finances

Arrangements for on-campus payment of program fees must be made with the academic department and Bursar's office. Education Abroad will advise student participants on how and where to make payment, but will not accept payment of program fees. If working with a program provider or third-party, payments should go through the organization. Individual faculty or staff should not be receiving or processing payments for these programs.

Programming Fees

All student participants must pay a \$50.00 education abroad application and programming fee upon applying to FD programs. This is non-refundable upon official acceptance to the program by the Education Abroad team.

All faculty and staff participants are encouraged to allow a student to create a payment schedule in order to secure the student's participating in the program. It is recommended to set up a date for a deposit after the application deadline and schedule 2-3 additional payments. If working with a 3rd party, some companies will set up payments directly with the students and some will not.

University Fees

All programming connected to credit will have UCCS tuition and fees associated to it and the rate will depend on:

- 1) Status of each student
- 2) Departments offering credit
- 3) Type of credit that they are to receive (graduate or undergraduate)

Faculty Compensation

Compensation to a faculty or staff participant for credit taught for faculty directed programs is subject to UCCS policy and should be addressed by the department.

Registration and Terra Dotta

All participants need to be registered in the education abroad system Terra Dotta with all requirements fulfilled before departure. Faculty will work with the Education Abroad Team to build an appropriate application for students to apply to the program. Ultimately, it is up to the faculty and the status of the student (if they have a disciplinary record or are on academic probation) as to whether a student is accepted or not. It is very important for faculty to communicate with the Education Abroad team as to the status of all students (accepted or not) participating or not participating in the program. Elements of the application to consider are:

- Do I want to make this program competitive through essay submissions or GPA?
- What elements of the student profile do I want/need to know?
- What additional application requirements do I want/need?

All students will have to sign and submit waivers and contracts for liability. These include the following documents:

- i. Student Contract
- ii. Health Forms
- iii. Emergency Contact information
- iv. Copy of passport
- v. Signature Verification form

vi. Flight Itinerary

Risk Management and Emergency Planning

It is required that all faculty and staff participants work with the Education Abroad team and potentially CU Risk Management to prepare and submit a Risk Management Plan. If you are working with a one of the recommended 3rd party companies, faculty and staff participants will need to work with the 3rd party to develop risk management and emergency plans. The Risk Management Plan only needs to be submitted after the program has been preliminarily approved by academic departments as well as the Education Abroad team. This includes the faculty and staff participants and the Education Abroad team working together to develop a 24-7 contact protocol and emergency plan. Additionally, all participants need to have registered with U.S. Department of State Smart Traveler Enrollment Program prior to departure.

The Education Abroad team may require at times that programs itineraries/locations be changed, or that more information is submitted to the Education Abroad team for risk management assessment. The Education Abroad team as well as CU Risk Management will work with faculty and staff participants to maintain ideal standards of health and safety. Additionally, UCCS reserves the right to postpone or cancel FD programs that do not meet health and safety standards.

Restricted Travel Locations

Without prior written approval from the Chancellor designee, UCCS will not sponsor or approve international educational travel to high-risk destinations identified as Restricted Countries by the campuses and/or emergency service partners with whom University of Colorado has contracted. That list is The U.S. Department of State issues Travel Warnings, Travel Alerts and Travel Advisories to provide information about safety and security related to travel to a foreign destination. UCCS and CU restrict travel to destinations associated with Travel Warnings. Travel to countries that have a U.S. Department of State Travel Warning associated with the local area, state, country, or region is subject to approval by the International Risk Management Committee. For a current list of countries with warnings associated with them, please visit <https://travel.state.gov/contents/passports/en/alertswarnings.html>.

Restricted travel locations can be found online at the CU Risk Management International Travel website located here: <http://www.cu.edu/risk/services/international-travel>

If participants wish to conduct UCCS-related or UCCS-sponsored student international education travel to a destination for which either a U.S. Department of State Travel Warning is in effect, or a specific health, safety, or security concern is presented, then participants do so of their own informed choice. The U.S. Department of State issues Travel Warnings, Travel Alerts and Travel Advisories to provide information about safety and security related to travel to a foreign destination. UCCS may restrict travel to destinations associated with Travel Warnings.

Participants conducting such UCCS-related or UCCS-sponsored student international educational travel may be subject to additional requirements from the International Risk Management Committee. For a current list of countries with warnings associated with, please visit: <https://travel.state.gov/content/passports/en/alertswarnings.html>.

Export Controls

The University of Colorado Colorado Springs is committed to complying with all applicable United States export-control laws and regulations. It is each employee's responsibility to understand or seek guidance on any export control requirements related to his or her work and to ensure that no exports are made contrary to those requirements. The Office of Sponsored Programs and Research Integrity provides a link to Export Control Statement of Policy and Principles as well as resources related to International Travel and Export Controls. Please visit <http://www.uccs.edu/osp/export-controls.html>.

Insurance

Staff/Employee Insurance

The University of Colorado is able to provide faculty and staff participants, international medical and evacuation insurance. Information regarding this insurance will be given to all faculty and staff participants whose programs have been approved.

Student Insurance

All UCCS student participants are required to obtain international health insurance if it is not provided by a company in which the program is using. UCCS has a recommended provider for international health and this information will be given to students accepted on the program on how to obtain this insurance.

International SOS

All participants should register their travel with International SOS which ensures that students and faculty receive health and safety updates during travel. They also support emergency situations regarding health and safety abroad. A registration sheet will be provided to faculty and students upon registration in the program. Information about International SOS can be found here: <https://www.internationalsos.com>.

Terrorism

Unfortunately, due to increased threats of terrorism globally, faculty and staff participants need to be aware of security issues and threats in the locations of the program, and should have a plan in the event of attack that contains the following elements.

- Accounting for all participants;
- Finding a safe location to congregate;
- Contacting International SOS;
- Monitoring Department of State and local U.S. Consulate/Embassy advice and advisories;
- Contacting Education Abroad.

Helpful Links

U.S. Department of State Travel Warning and Alert Database:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

Center for Disease Control (CDC): www.cdc.gov

CU Risk Management Website: <http://www.cu.edu/risk/services/international-travel>

Export Controls: <http://www.uccs.edu/osp/export-controls.html>

U.S. Customs Information: www.customs.ustreas.gov

International Affairs Office Website: www.uccs.edu/geo

UCCS Faculty/Staff Resources: <http://www.uccs.edu/international/facultystaff-opportunities.html>

UCCS Education Abroad Resources: <http://www.uccs.edu/~educationabroad/>

Title IX Information: <http://www.uccs.edu/equity/definitions/title-ix.html>

Appendix Items

- a. Faculty Director Program Responsibilities and Timeline
- b. Section I-Curriculum Proposal
- c. Section II-Travel Proposal
- d. Section III-Budget Proposal
- e. Risk Management Plan (in development)
- f. Education Abroad Pre-Departure Guide: <http://www.uccs.edu/educationabroad/once-accepted/pre-departure-orientation.html>

Contact Information

Dr. Mandy Hansen

Director, International Affairs

Mhansen2@uccs.edu

719-255-7528

Copper House 9202

International Affairs

719-255-5018

international@uccs.edu

Copper House 9202



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Faculty Director Program Responsibilities and Timeline

12-18 months prior to departure

Attend a Faculty-Directed Program Introduction to learn how to start a FD program

Contact your department chair and/or dean and the International Affairs Office to discuss ideas for programming

Develop initial coursework, logistics and budget for review by departments and the International Affairs Office

Work with the International Affairs Office to receive 3rd party programming bids or to work with a foreign partner institution

Submit official proposal (curriculum, travel and budget) to International Affairs Office and department chair and/or dean for review and approval.

10-12 months prior to departure

Decide on deadlines for payments/deposits and applications

Communicate with Education Abroad staff on application requirements and status of students

Recruitment of students starts by faculty director and Education Abroad staff

Faculty director and International Affairs Office work to create a Risk Management Plan

If working with a 3rd party or partner university, final contract review and signing

4-6 months prior to departure

Risk Management plan finalized

Education Abroad team notifies students of any necessary travel requirements (vaccinations, passports, visas, etc)

One business day after application deadline (Ideally 4-6 months prior to departure)

Final acceptance of students for the program

3 months prior to departure

Faculty director informs students of pre-departure meetings, curriculum, and expectations

Finalize any outstanding pre-departure budgetary items

1-2 months prior to departure

Have coordinated mandatory Pre-Departure Orientation with faculty director, students, and Education Abroad staff in attendance

2 weeks-1 month prior to departure

Ensure all participants have completed necessary application, health and safety requirements

2 weeks after returning

Submit all necessary receipts and financial documentation through Concur

4 weeks after returning

Submit photos and a program report to the Education Abroad team

Hold any necessary return meetings with program participants



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UCCS Faculty-Directed Program Proposal

Section I-Curriculum Proposal

1. Faculty member name(s), Title, and Department who will be directing the program. If there is more than one, please include all faculty member's information.

2. Title of the course as it would be listed in a course catalog:

3. Term and year in which course will count towards (Summer 2017, Fall 2018, Spring 2016):

4. Course number and credit hours earned

5. Course objectives:

6. Outline of course (a proposed syllabus can be submitted here and attached):

7. Please list all of the areas of study in which credit can be obtained:

8. Please indicate if this course is available for undergraduate credit, graduate credit, or both:

Signature of Faculty Participant(s)

Signature of Department Chair(s)

Signature of Dean or Assistant Dean (based on your college's protocol)



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UCCS Faculty-Directed Program Proposal

Section II-Travel Proposal

1. Please indicate the proposed travel dates including the days, month and year:

2. Countries and cities to be visited:

3. Purpose of the travel component:

4. Maximum/Minimum number of students to participate:
 - a. Please note that the minimum number is the number of students needed for the program to run.
 - b. The maximum number is the number of students which can be safely accommodated during travel.

5. Will you be working with an outside party to plan any part of the travel portion? If so, who and what parts will they be assisting in planning? Please also provide the contact information for the company or individual.



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UCCS Faculty-Direct Program Proposal

Section III-Budget Proposal

Please fill out the following table at per student price to estimate the program fee:

Program Fee (if working with provider)	
Airfare	
Land Transportation	
Meals	
Faculty expense per student	
Application Fee	\$50.00
Lodging	
Other (please detail)	

*International Health Insurance is to be purchased by each individual student and therefore is not included in the estimated program fee

If you are utilizing a 3rd party to assist with logistics, please include the per student program fee below AND what the program fee includes:

Cost per student:

What is included in cost:

What is NOT included in the cost:

Overall estimate of total expenses per student: