



International Affairs

UNIVERSITY OF COLORADO  
**COLORADO SPRINGS**

## **Faculty and Staff-Directed Programming Abroad Handbook**

# Faculty and Staff-Directed Programming Abroad Handbook

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## About International Affairs

International Affairs was founded in 2012 as a result of the university's strategic plan that prioritized internationalization. The office focuses on education abroad, international student and scholar advising and programming, short-term programming, and assists colleges and schools with international partnership development.

In 2016, UCCS passed the UCCS Student International Educational Travel Policy. This policy required the development and support of education abroad programming and opportunities at UCCS. The policy requires International Affairs to manage the registration process for student UCCS affiliated travel abroad and monitors risk management for all faculty and staff-directed programming abroad as well as semester study programs for students.

The registration is via an education abroad system called TerraDotta and collects such items as student emergency contact information, passport, waivers, travel medical insurance and flights.



## Overview

This handbook provides an overview of the faculty and staff directed programming process at the University of Colorado Colorado Springs. All faculty and staff leaders (or program leaders) are encouraged to connect with International Affairs at the planning phase of their program (at least 12-18 months prior) to briefly discuss their program abroad and obtain any updates or changes in processes, policies, and/or procedures.

Faculty and staff-directed programs are typically credit-bearing courses with an associated travel component abroad that compliments the learning outcomes. These experiences abroad combine content specific learning with intercultural, interpersonal, and personal learning. Though the experience abroad is brief, typically one to two weeks, participants share that they are profound learning opportunities...so thank you for leading a program!

## Compensation & Budget

The faculty leader is paid by the department/college/school for teaching the course. Staff leaders are typically twelve month employees and assume the role of leading a program as part of administrative duties with approval of their supervisor and International Affairs.

For faculty leaders, many whom are on academic year contracts, it is important to understand the compensation for teaching is determined by your department/college and/or school as is the minimum number of students required for the course to be approved.

This minimum number of students is key in determining travel program costs as travel costs for program leaders are amortized across students/participants.

Some program leaders may decide to invite community members. It is required all non-UCCS student participants participate fully in program activities abroad, are vetted by the program leader(s), and uphold all UCCS policies and procedures. Program leaders assume the responsibility of community participants as if they were students in their class. UCCS requires that short-term faculty staff-directed programs abroad maintain at least a 2/3 UCCS student ratio.

Miscalculations in a budget are difficult to rectify, as there is no funding available to cover such errors. You are encouraged to meet with your colleagues in International Affairs with any questions on developing a budget for your program and incorporating any feedback. Sample templates are available.

An additional budget and risk management consideration relates to program leaders. All programs need to have two leaders (remember to have two leader costs amortized or included in the per student cost). However, the second leader can be the provider (see enclosed UCCS approved providers).

## Did you know?

**UCCS has between 8-10 successful faculty staff directed programs each year.**

The reason two leaders are required is for risk management and health and safety concerns. For example, if the primary program leader becomes ill then the secondary leader can move forward with the experience abroad, or if a student requires special assistance or care one of the leaders can address the issue without impacting the whole group.

## Planning Process

The planning process takes between 12-18 months and the sooner you start planning the better. The Proposal Form (enclosed) outlines the needed information. It is also important that you research the country you are planning to visit and the Department of State travel advisories and visa process. Colleagues in International Affairs are here to help you and encourage you to connect at the start of your trip planning process.

## UCCS Global Quick Fact

Over two thirds of UCCS students going abroad do so on a short-term experience

# Responsibilities

As a program leader, you are integral to making your program a success. International Affairs colleagues will provide support, but your connection to students will impact recruitment, registration, and enrollment for your faculty or staff-directed program abroad. The chart below outlines the responsibilities of the program leader and International Affairs and is a summary of key responsibilities:

Program Leader	International Affairs
Proposal Form and materials (due by April 1; enclosed)	Meet with faculty and staff leaders about programs
Program Provider bids (due by April 1; enclosed)	Selected Program Provider contract management for approved provider bid
Marketing (students in your classes, departments and with colleagues; information sessions; email and social media via department/college/school)	Marketing (campus-wide emails, a flyer, development of website or program page for your program with key due dates and payment deadlines/steps)
UCCS Student Education Abroad Registration (help with applicant communication as needed)	UCCS Student Education Abroad Registration (liability and other waivers, education abroad registration fee, any UCCS deposits, passport, insurance details) and incomplete student registration communication
Monitor course enrollment to ensure class is meeting required minimum enrollments as well as payment due dates and program payments	Monitor all program registrations and program payment due dates
Completion of the UCCS Risk Management Plan prior to departure (mandatory for all leaders)	Student pre-departure meeting (mandatory for all students) –and- UCCS Risk Management Planning Workshop for program leaders (mandatory)

It is imperative to remember and understand that you are a responsible employee and campus security authority at UCCS. Any questions regarding such responsibility and further understanding can be obtained directly from the Dean of Students Office as well as the Office of Institutional Equity. Program leaders are also required to understand policies such as the UCCS Student International Education Travel Policy and the related UCCS Student International Education Travel Procedures. International Affairs colleagues can help direct you to this information posted on the general university website as well as International Affairs website: [uccs.edu/international](http://uccs.edu/international).

# Program Provider

A program provider is an organization that specializes in the logistics and experience abroad for a short-term program. Providers can assist with on the ground logistics, riskmanagement, group flights, cultural insights, appointment requests, and local knowledge. UCCS International Affairs and University Risk Managers recommend thatyou work with a program provider. A program provider will assist with program set-up and logistics, accept direct payment from students for the travel portion of the experience, can act the second program leader, offer in-country expertise, and providean additional risk management protection and emergency response. The faculty staff-directed program steps are below and you are encouraged to connect with your International Affairs colleagues with any questions.

## Program Provider Steps

1. Discuss your program ideas and review your itinerary with International Affairs colleagues;
2. Send itinerary to at least two providers from the approved list. Please copy [international@uccs.edu](mailto:international@uccs.edu) on your email message;
3. Email at least two finalized Provider Proposals/bids in one (1) email to Attention: Director of International Affairs at [international@uccs.edu](mailto:international@uccs.edu) by April 1. Please note if you have a preferred proposal in your message.
4. Meet with International Affairs to review your proposal. Once the proposal is selected, it will be sent for official UCCS signature(s) --this binds UCCS and the program leader to the selected proposal

## UCCS Approved Providers

AIFS Study Abroad

Michelle Walters

[mwalters@aifs.com](mailto:mwalters@aifs.com)

\*customized programs around the world; typically include a full-time staff member/host

The APIEA

YJ Zhai

[yj.zhai@taipea.org](mailto:yj.zhai@taipea.org)

\*focus on Asia Pacific; can provide both academic and logistic support

The Asia Institute

Bradley Feuling

[bradley.feuling@asiainstitute.org](mailto:bradley.feuling@asiainstitute.org)

\*focus on Asia; can include a full-time staff member/host

EF Education First, EF College Study

Conor Dennin

[conor.dennin@ef.edu](mailto:conor.dennin@ef.edu)

\*Non-customized programs are a platform for faculty to plan with small numbers of students

(therefore uses a set itinerary); includes a full-time staff member

Kuoni Tumlare

Michelle Eddleman

[michelle.eddleman@kuonitumlare.com](mailto:michelle.eddleman@kuonitumlare.com)

\*customized programs around the world; option for leader(s) with in-country experience; typically provide lowest bid; can include a full-time staff member/host if requested

WorldStrides /ISA

Julie Alexander

[juliea@worldstrides.org](mailto:juliea@worldstrides.org)

\*customized programs around the world; good option for leader(s) with little in country experience; includes full-time staff member/host

Kintetsu International Express

Thomas Heyl

[thomas.hey1@kintetsu.com](mailto:thomas.hey1@kintetsu.com)

\*focus on Asia (specifically Japan)

Note: If you have another provider, please provide this quote/proposal in addition to two (2) quotes/proposals from the above list for consideration. Please include at least three references from international offices or education abroad offices that have used this provider (include the name, title, institution, email, and phone for each reference). An International Service Provider Agreement is required for a non-approved provider. Program leaders planning their own logistics are required to have additional approvals. Please connect with your colleagues in International Affairs with any questions.

# Proposal Form

*Best practice is to discuss this proposal with your department chair early on in the process. Please submit this completed form and return with your syllabus and program provider quotes to International Affairs in one (1) email to [international@uccs.edu](mailto:international@uccs.edu). The materials and form are due by April 1 in order to offer a program the following winter/spring/summer.*

## Program Leader Information

*Primary Faculty/Staff Leader*

\_\_\_\_\_  
Faculty/Staff Leader Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
College

\_\_\_\_\_  
Email

\_\_\_\_\_  
Office phone

\_\_\_\_\_  
Cell phone

*Secondary or Co- Faculty/Staff Leader*

\_\_\_\_\_  
Faculty/Staff Leader Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
College

\_\_\_\_\_  
Email

\_\_\_\_\_  
Office phone

\_\_\_\_\_  
Cell phone

## Course Details

\_\_\_\_\_  
Course Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Level (UG, Grad, Both)

\_\_\_\_\_  
Term and Year Offered (i.e. summer 2025)

\_\_\_\_\_  
Minimum number of students required for the course to be offered

\_\_\_\_\_  
Proposed travel dates (include month, day, and year)

\_\_\_\_\_  
Countries and cities visited on your program

**-See next page-**

## Signatures

### Program Leaders

*By signing below, I understand that as a program leader abroad, I am responsible for collaborating with International Affairs and my Department/College/ and/or School in leading a short-term program abroad. In addition, I understand that I am required to review and follow important policies and procedures in this guide and understand that I am a responsible employee and campus security authority in my role as a faculty leader.*

\_\_\_\_\_  
Primary Faculty/Staff Leader Name (please print)

\_\_\_\_\_  
Primary Faculty/Staff Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary or Co-Faculty Leader Name (please print)

\_\_\_\_\_  
Secondary or Co-Faculty Leader Signature

\_\_\_\_\_  
Date

## Signatures

### Leadership

*I approve the above faculty an/or staff in leading a short-term program abroad and have reviewed the content of the Proposal Form including the draft of the itinerary and syllabus (if required).*

\_\_\_\_\_  
Department Chair or Supervisor Name (please print)

\_\_\_\_\_  
Department Chair or Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Associate Dean/Assistant Dean Name (please print)

\_\_\_\_\_  
Dean/Assoc. Dean/Asst. Dean Signature

\_\_\_\_\_  
Date