UCCS International Affairs

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Faculty and Staff-Directed Programming Abroad Handbook

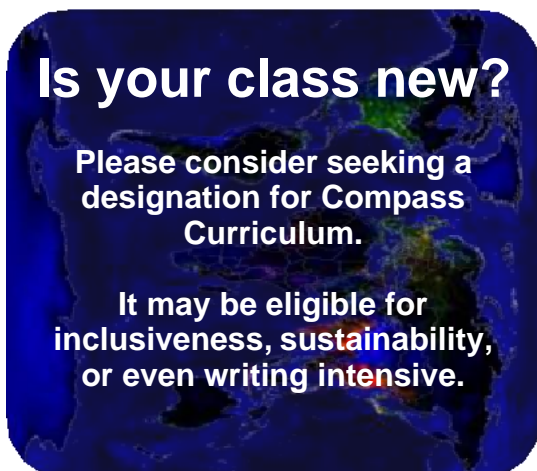# Faculty and Staff-Directed Programming Abroad Handbook

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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, inbound 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 UCCS student affiliated travel abroad and monitor risk management for all faculty and staff directed programming abroad as well as semester study abroad 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.

Is your class new?

Please consider seeking a designation for Compass Curriculum.

It may be eligible for inclusiveness, sustainability, or even writing intensive.

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 12-15 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 for the benefit of registered students/participants and are typically credit-bearing courses with an associated travel component abroad that compliments the learning outcomes (note: some experiences may be credit-optional or non-credit). For classes offering UCCS credit, these classes are set-up and run via Main Campus. These short-term 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!

Faculty and Staff-directed programs are typically offered over the summer or winter break. If the dates being proposed are over a U.S. Federal Holiday, they must be pre-approved as UCCS campus-based staff and administrators are required to be on call and available 24/7 for emergency response.

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.

For faculty leaders, many whom are one 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. Therefore, the program cost per student/participant is based upon this minimum number. This number varies by college, school, and program so it is important to verify the minimum number for the class to run.

The Program Provider will develop a base budget based on the minimum number of students and the itinerary and logistics needed for the program (i.e. group flight, accommodation, group meals, entry fees, local transit, etc.).

Program Providers

Program Providers coordinate program logistics, provide additional support to include 24/7 on-site non-academic program coordinator(s), emergency assistance, and in-country support. UCCS requires the use of a Program Provider.

The use of a Program Provider allows one (1) UCCS program leader (faculty or staff) for groups of less than 15 (larger group sizes may require an additional UCCS program leader). It also allows the faculty/staff program leader to focus on the program and learning vs. logistics and emergency response.

The Program Provider is an active partner in the experience abroad and will develop a budget, manage local logistics per your program needs, serve as a 24/7 on-site non-academic coordinator, and in-country support ranging from cultural insights to emergency issues.

International Affairs will select the program provider and manage the contract. The program leader will be part of meetings to ensure all planning and logistics are aligned with the itinerary and learning outcomes for the short-term program.

Planning Process

The planning process takes at least 12-15 months. The Proposal Form (enclosed) outlines the needed information and is due April 1 of the year prior to your planned program departure. It is also important to 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 early, at least 12-15 months, prior to your desired departure.

Community Members & Guests

Some program leaders may decide to invite community members on their program. It is required that all non-UCCS participants are registered fully for the program (i.e. with International Affairs and the Program Provider), 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.

Please note that UCCS requires that short-term faculty staff-directed programs abroad maintain at least a 2/3 UCCS student participation ratio.

Faculty and staff-directed programs are for the benefit of registered participants. Non-registered guests of the program leaders and students are not permitted on such programs.

Planning Steps & 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 is an outline of sequential steps in the planning process. In addition, the chart outlines the responsibilities of the program leader and International Affairs and is a summary of key responsibilities:

	Program Leader	**International Affairs**
1	Complete Proposal Form, sign materials in the handbook and submit detailed itinerary (due by April 1; enclosed).	Meet with faculty and staff leaders about procedures, review itineraries, take the provided detailed itinerary and work with an approved UCCS provider to develop a proposal with costs.
2	Meet with International Affairs and the selected Provider to review the proposal and make any adjustments.	Set-up the initial meeting with the selected provider and program leaders to review the proposal and ensure adjustments are reflected in the final proposal.
3	Do a final review of the proposal to ensure the itinerary and logistics are correct and provide electronic approval to International Affairs.	Manage the proposal signature process/contract for the program. Note: once the proposal is signed with the provider no changes can be made that impact the cost and limited changes may be possible to the itinerary as the signed proposal is a contract for services.
4	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).
5	UCCS Student/Participant Education Abroad Registration (help with applicant communication as needed) Student/participant deadlines are March 1 for summer/fall and October 1 for winter/spring.	UCCS Student Education Abroad Registration (liability and other waivers, education abroad registration fee, any UCCS deposits, passport, insurance details) and incomplete student registration communication.
6	Monitor course enrollment to ensure class meeting required minimum enrollments as well as payment due dates and program payments.	Monitor all program registrations and program payment due dates.

7	Participate in a final departure meeting with the International Affairs and the provider to go over the itinerary and details of the program.	Help set-up this final meeting and participate in the final review.
8	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, procedures, and guidelines such as the UCCS Student International Education Travel Policy, Faculty and Staff-Directed Programming Procedures, and UCCS Guidelines for Unaffiliated Guests. An International Affairs colleague can help direct you to this information posted on the general university website as well as International Affairs website: https://international.uccs.edu/.

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Proposal Form

Best practice is to discuss this proposal with International Affairs and your department chair early on in the process. Please submit this completed Proposal Form and return with your syllabus and a detailed itinerary to International Affairs in one (1) email to 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

UCCS Primary Faculty/Staff Leader

_____
Faculty/Staff Leader Name (please print)

_____
Title

_____
Department

_____
College

_____
Email

_____   _____
Office phone   Cell phone

UCCS 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) If the dates are over a U.S. Federal Holiday, they must be pre-approved.

_____
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, procedures, and procedural guidance outlined in this guide and on the International Affairs website. I also 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

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Office Only: Travel Dates Approved ____   Itinerary Received____   Meeting with IA_____