



Education Abroad

UNIVERSITY OF COLORADO **BOULDER**

SUMMARY OF GLOBAL SEMINAR DIRECTOR RESPONSIBILITIES

The responsibilities of a program director are more comprehensive than that of a faculty member teaching a course on the Boulder campus. That is why we use the term program director to refer to your position rather than faculty member or course instructor. As program director, you will not only organize, present, and evaluate the academic content of the course, but you will also oversee many other aspects of the program from helping a student find a doctor to accounting for each museum ticket purchased with program funds.

In the NAFSA Guide to Successful Short Term Programs Abroad, Dr. William Hoffa writes:

“Teaching a diverse group of students in a foreign setting represents a huge challenge that you will likely find at times to be both time consuming and frustrating. No one should enter this work with the anticipation of accomplishing much scholarly research overseas – which, except in the rarest of circumstances, must be subordinated to teaching and administrative duties. Many personal and professional satisfactions, however, will come with the successful implementation of the program and the knowledge that the lives of U.S. students have been significantly enriched through the experience. Although you will have to balance a wide variety of responsibilities and roles – teacher, intermediary, adviser, program administrator, and advocate for students – this enlarged faculty role brings with it ample additional rewards and gratifications from students, parents, your faculty counterparts, and your home institution. Faculty members who have directed past programs are almost universal in commenting on the unique professional development and personal rewards of living, traveling, and learning with students far from home, as well as the enhancement of their teaching on campus.”

Not all people who are excellent teachers are also naturally skilled at being program directors. The Global Seminar Director Handbook and the Global Seminar Director workshops are designed to help you understand and perform your responsibilities as a faculty director.

Summary of Director Responsibilities:

Each faculty director will work in conjunction with a program manager in CU Boulder Education Abroad (EA) who is available to assist with various aspects of the process.

The responsibilities below are carried out by the faculty director in consultation with the program manager, and sometimes in consultation with the Director of Global Seminars, the Director of Education Abroad, the OIE Finance Team and local service providers.

Pre-program

- Make sure the needed course approvals have been obtained/are up to date
- Create/edit the program brochure, webpage, and presentation
- Determine the eligibility requirements and program dates
- Create daily itinerary and list of logistical needs in coordination with local service providers
- In concert with the OIE Finance Team and the Director of Global Seminars, develop a budget for the program and determine a program fee
- Early in the fall semester, if you need a program assistant, go through the hiring process with OIE
- Attend Faculty Director Workshops
- With the assistance of the EA outreach coordinator, market the program to students
- **Do class visits, departmental presentations, hold interest meetings, etc. to recruit students for the program**

- Interview and select the participants
- Create/edit the student handbook in conjunction with the program manager
- Prepare and hold pre-departure orientation(s) and/or classes (if applicable) on campus
- Update course syllabus
- Update daily itinerary and submit final version pre departure
- Attend pre departure meeting with program manager
- Complete pre departure items online on your Global Seminar Director Checklist

During the program

In addition to teaching the course:

- Provide on-site orientation
- Coordinate with local providers
- Attend all program activities, field trips, visits, etc.
- Provide academic and personal counseling and assistance to students
- Be available for emergencies 24/7
- Communicate regularly with OIE
- Manage health and safety emergencies
- Manage behavior problems
- Manage program funds and keep receipts
- Be the legal representative of the university

After the program

- Submit receipts to the Assistant Director-Budget & Finance
- Meet with the Finance Team once it has been reconciled the budget
- Submit director's report
- Review key points director's report with the program manager; discuss problem areas and work on finding solutions; make suggestions for improvements to the program
- Submit student grades
- Complete post program items online on your Global Seminar Director Checklist
- Keep in touch with program alumni
- Start recruiting and planning for the following year.

You are responsible for acting as a resource to participants who may need assistance with personal, emotional, financial and health problems that may arise during the program. You will act as a liaison between participants and the appropriate local agencies which provide assistance in these areas. You should monitor the students' progress and make sure students are attending lectures, doing their assignments, and adjusting to their new environment.

Program Director Timeline

Throughout The Year

- Stay informed on current events in the host country to anticipate any potential concerns for the following summer (upcoming elections, financial crisis, civil unrest)

Summer

- Pick up director's folder from OIE prior to departure
- Run program
- Reserve housing for the following summer if applicable
- Make other reservations on-site for the following summer when possible
- Draft director's report
- Turn in accounting records and receipts to Marie Cox within two weeks of your return
- Settle travel advance with Marie within 10 days of your return (Marie will set up a meeting once she has reviewed receipts and program accounting records)

- Turn in grades when ready (some grades won't be ready until September or October depending on due date of final projects from students)

August/September

- Grade papers/turn in grades
- Let the Education Abroad Registrar, Janice Kriegel, know who the person in your department who sets up courses in CU-SIS is.
- Finalize director's end-of-program report and submit to EA by August 20 if you have not done so yet
- Meet with program manager to go over report, review key points, discuss problem areas and work on finding solutions; make suggestions for improvements.
- Choose dates for next summer and inform program manager
- Update program materials for recruiting (PowerPoint presentation, website, handouts, e-mail to colleagues and students)
- Decide on a marketing plan in consultation with the program manager
- Schedule interest meetings for the semester
- Conduct class visits, send e-mails to students and colleagues
- Gather budget information such as a detailed list of visits and services and program dates to give to Program Manager by September 30 so Global Seminar Team can contact providers and gathers quotes for each program
- Update your syllabus and submit updated syllabus to your program manager
- Complete items on your Director Checklist online as applicable

October

- Make all housing and other reservations (such as classroom space) for the following summer (if you are the person who does that for your program)
- Work on budget with Program Manager, Sylvie Burnet-Jones, and Marie Cox, Assistant Director-Budget & Finance
- If possible, set program fee by the first interest meeting
- Hold interest meeting(s)
- Continue class visits throughout the month; send e-mails to students and colleagues
- Submit any grade reports still outstanding by the end of the month
- If applicable, select program assistant for your program--update job description, do a job search, forward name of recommended candidate to the Education Abroad Director to be interviewed. OIE then makes job offer to the program assistant and obtains all appropriate signatures on the contract for the assistant.
- Start reviewing applications online and interviewing applicants

November/December

- Set program fee and budget by November 15
- Keep up recruiting efforts
- Hold interest meeting(s)
- Continue class visits, send e-mails to students and colleagues,
- Continue reviewing applications online and interviewing applicants
- Continue making reservations as necessary

January

- Start/continue reviewing applications on line, interviewing applicants, and accepting students
- Do a preliminary count of accepted students; make sure the program is recruiting enough students to meet its budget; if not, plan a major advertising campaign
- Set orientation date(s)
- Create/update program student handbook
- Meet with assistant and program manager to go over duties if applicable
- Follow up on reservations as necessary

February

- Finish student handbook and itinerary
- Finalize logistical arrangements
- For new directors: Attend Director Workshop
- Continue reviewing applications, interviewing applicants, and accepting students
- Do a count of accepted students; make sure the program is recruiting enough students to meet its budget; if not, plan a major advertising campaign or decide on cancellation date
- Follow up on reservations as necessary
- For programs with Feb. 1 deadline: Verify with the program manager that the program has the minimum number of students required; if not, decide on extending deadline or cancellation date
- Finalize admissions to the program
- If program is confirmed:
 - Complete a Travel Authorization form and buy plane ticket once given the OK from Marie Cox within 2 weeks of program confirmation
 - Prepare for orientations
 - Make a decision on all waitlisted students by the end of the month

March

- Finalize admissions to the program
- Check online to make sure that all students have submitted contracts
- Verify with the program manager that the program has the minimum number of students required
- Buy airfare with 2 weeks of program confirmation
- Prepare for orientations in April
- Complete a Travel Authorization form and buy plane ticket once given the OK from Marie Cox
- Make a decision on all waitlisted students by the end of the month
- Follow up on reservations as necessary

April/Early May

- If you are serving food at your orientation, contact Marie Cox so she can start an official function form
- Run your pre-departure orientation(s)
- Attend Faculty Director Workshop(s)
- Have students submit roommate requests to OIE if applicable
- Sign your offer letter and return it to Marie
- Request your cash advance
- Submit a final updated itinerary to your program manager
- If program starts in May, pick up director's pre departure materials from OIE
- Follow up on/finalize reservations as necessary
- If you opted for paper FCQs, make arrangements with your department before you leave campus to have the FCQs mailed to you abroad
- Complete all pre departure items on your Director Checklist online