



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. This 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

In addition to the responsibilities below, you are responsible for knowing all the information and abiding by all the rules and guidelines covered in this handbook, as well as the information presented at all Global Seminar Faculty Director workshops. All materials are available for your review in your Global Seminar Director Checklist in TDS, under Items to Read/Watch on the left-hand side.

The responsibilities below are carried out by the faculty director in consultation with their dedicated Education Abroad (EA) program manager, and sometimes in consultation with the Director of Global Seminars, the Director of EA, the EA finance team and on-site service providers.

Pre-Program

- Make sure the needed course approvals have been obtained (or are up-to-date)
- Determine the eligibility requirements and program dates
- Create/edit the program brochure, webpage, and info session presentation
- Create daily schedule and list of logistical needs in coordination with on-site provider(s)
- Work with the EA finance and global seminar teams to develop a budget for the program and set the program fee
- If you need a program assistant, go through the hiring process with EA early in the fall semester
- With the assistance of the EA outreach coordinator, market the program to students
- Oversee course activation with the EA registrar

- **Do class visits, departmental presentations, hold info sessions, send promotional emails, post online, etc. to recruit students for the program!**
- Attend Faculty Director Workshops (covering topics such as recruitment, health & safety, and accounting)
- Interview and select students
- Create/edit the student handbook in conjunction with the program manager
- Prepare and hold pre-departure orientation (and classes if applicable) on campus
- When booking your flights with Christopherson, remember that you must arrive on-site two days before the student arrival date
- Update course syllabus
- Plan for the FCQ process with your department's FCQ coordinator
- Finalize and submit daily schedule
- Complete pre departure items online on your Global Seminar Director Checklist

During the Program

In addition to teaching the course:

- Communicate regularly with EA (including confirmation of the group's safe arrival on the first day, and alerting EA to any on-site incidents)
- Provide on-site orientation within 24 hours of students' arrival
- Send any missing student cell phone numbers to EA in the first day or two of the program
- Meet briefly (i.e. for coffee) with each student early in the program to check on how they're adjusting
- Coordinate with on-site provider(s)
- Attend all program activities, field trips, visits, etc.
- Provide academic and personal counseling/assistance to students
- Help students engage with the host culture by providing intercultural learning opportunities
- Be available for emergencies 24/7
- Manage health and safety emergencies
- Manage behavior problems
- Manage program funds and keep receipts
- Be the legal representative of the university

After the Program

- Meet with the EA finance team to submit receipts and reconcile expenses
- Complete post-program items online in your Global Seminar Director Checklist in TDS (including your Director's Report and any Incident Reports, if applicable)
- Review your Director's Report with your program manager and the Director of Global Seminars; discuss problem areas and work on finding solutions; make suggestions for improvements to the program
- Submit student grades
- Review student evaluations (and remind students to submit evaluations if needed)
- Keep in touch with program alumni
- Start recruiting and planning for the following year

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

Program Director Timeline (for summer programs)

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

- Meet with your program manager and pick up your pre-departure materials from EA prior to departure (if your program starts in June or later)
- Run program!
- Reserve housing and other on-site reservations for the following summer, if applicable
- Draft end-of-program Director Report
- The finance team will be in touch with you soon upon your return to set up a meeting for submitting your accounting records and receipts, which must be done within two weeks of your return
- 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 and final projects/turn in grades
- Let the EA Registrar know the person in your department who sets up courses in CU-SIS
- **Finalize end-of-program Director Report and submit to EA by August 20**
- Meet with program manager to go over Director 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, marketing photos, website, handouts, emails to colleagues and students)
- Decide on a marketing plan in consultation with the global seminar outreach coordinator
- Schedule info sessions for the semester
- Conduct class visits, send emails to students and colleagues
- Finalize budget information (including dates, detailed list of visits and services) by September 1 so the Global Seminar Team can contact on-site provider for next year's budget
- Update your syllabus and submit to your program manager
- Complete items online in your Global Seminar Director Checklist in TDS 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 your program manager, Stephanie Pund, and the EA finance team
- If possible, set program fee by the first info session
- Hold info session(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
- For new directors: Attend Director Workshop
- If applicable, select program assistant for your program--update job description, do a job search, forward name of recommended candidate to the Director of EA to be interviewed. EA will make job offer to the program assistant and execute the contract
- Start reviewing applications online and interviewing applicants

November/December

- Set program fee and budget by November 15 at the latest
- Keep up recruiting efforts
- Hold additional info session(s) if necessary
- Continue class visits, send emails to students and colleagues
- Continue reviewing applications online and interviewing applicants
- Continue making reservations as necessary

January

- Start/continue reviewing applications online, interviewing applicants, and accepting students
- Continue recruitment efforts if necessary depending on applications/contracts signed
- Set orientation date(s)
- Create/update program student handbook
- Meet with program assistant to go over duties if applicable
- Follow up on reservations as necessary

February

- Finish student handbook
- Finalize logistical arrangements (including daily schedule)
- For new directors: Attend Director Workshop
- Continue reviewing applications, interviewing applicants, and accepting students
- Continue recruitment efforts if necessary depending on applications/contracts signed
- Follow up on reservations as necessary
- For programs with Feb. 1 deadline: Verify with 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 the EA finance team within 2 weeks of program confirmation
 - Prepare for orientation
 - Make a decision on all waitlisted students by the end of the month

March

- Finalize admissions with your program manager (s/he will keep you informed of signed contracts)
- Prepare for orientation
- For new directors: Attend Director Workshop
- Complete a Travel Authorization form and buy plane ticket once given the OK from the EA finance team
- Buy airfare within two weeks of program confirmation
- 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 orientation, contact the EA finance team for an official function form
- Run your pre-departure orientation(s)
- Attend Faculty Director Workshop(s)
- Have students submit roommate requests to EA if applicable
- Sign your offer letter and return it to the finance team
- Request your cash advance
- Submit a final updated daily schedule to your program manager
- If program starts in May, pick up director's pre-departure materials from EA
- Follow up on/finalize reservations as necessary
- Complete all pre-departure items online in your Global Seminar Director Checklist in TDS (*including a final review of the current Faculty Director Handbook and all relevant CU policies*)