



Education Abroad
UNIVERSITY OF COLORADO BOULDER

Developing a Global Intensive

Education Abroad (EA) at CU Boulder welcomes your interest in developing a Global Intensive abroad.

We are the first level of support for the operation of education abroad programs at CU Boulder. EA staff have years of experience in the establishment and management of education abroad programs and one of our responsibilities is to help schools/colleges, departments, and faculty to develop new education abroad programs for students.

We look forward to assisting you in this rewarding opportunity.

Definition of a Global Intensive

A Global Intensive:

- is a CU Boulder course taught on the CU Boulder campus with an international component which lasts 10 – 12 days during spring break, immediately after finals in May, or over fall break.
- Is taught by a CU Boulder faculty member
- complements a full semester CU Boulder on-campus course for which students receive CU Boulder credit and which fulfills a CU degree or major requirement
- is sponsored and supported by CU Boulder

Steps to develop a new Global Intensive

In developing a Global Intensive the first step is to meet with the appropriate departmental chair or dean to attain the approval for your concept. The Global Intensive will be a university program sponsored by that department, school, or college.

The next step is to meet with Mary Dando, Director of Education Abroad (EA); Sylvie Burnet-Jones, Associate Director of EA and Director of Program Development; and Steven Rose, Assistant Director of EA and Program Manager of Global Intensives. Please e-mail [Sylvie Burnet-Jones](mailto:Sylvie.Burnet-Jones@Colorado.edu) (Sylvie.Burnet-Jones@Colorado.edu) to set up a meeting.

Timeline to develop a Global Intensive

It generally takes 10 – 12 months of planning before a Global Intensive can actually run. Budgeting, logistics, risk management, academic, and administrative reviews are each time-consuming steps.

The following is the suggested timeline for developing a global intensive for the following spring break or May period:

- March/April/May
 - o Identify the on-campus course that will include the Global Intensive component – faculty
 - o Work with department/college to obtain approval – faculty
 - o Meet with Education Abroad to discuss the Global Intensive (see above) – faculty
 - o Select program provider – Education Abroad and faculty
- August
 - o Set program fee – Education Abroad
 - o Finalize online application – Education Abroad
 - o Promote the Global Intensive – faculty
 - o Late August: first day of UCB classes
- September
 - o Promote the Global Intensive – faculty
 - o Provide student documents available to students via MyCUAbroad – students and Education Abroad
 - o Late September, application deadline – students and Education Abroad
- October
 - o Provide Education Abroad with roster of students – faculty

- Mid October, send acceptance emails to students – Education Abroad
 - Mid October, all participant contracts and post-acceptance documents completed – students and Education Abroad
 - Late October, spring course registration opens
- November
 - Airline seat reservations – Education Abroad
 - Class rosters sent to OFA so spring award packages can be adjusted – Education Abroad
- December
 - Work with program provider to create daily itinerary – faculty and Education Abroad
- January
 - Mid-January: first day of UCB classes
 - Spring CU Boulder on-campus component begins – faculty and students
 - Airline flights ticketed – Education Abroad
- February
 - Faculty and staff training/workshop – Education Abroad and faculty
 - Finalize daily itinerary with provider – faculty and Education Abroad
- March
 - Pre-departure orientation – Education Abroad, faculty, and students
 - Health insurance and STEP enrollment – Education Abroad
 - Spring Break: abroad experience (for spring break program) – faculty and students
- April
 - Program debrief (for spring break program) – Education Abroad and faculty
- May
 - Early May: last day of UCB classes
 - Abroad experience (for May program) – faculty and students
 - Late May: Program debrief (for May program)