



Summary of Global Intensive Faculty Responsibilities

The responsibilities of a faculty taking students abroad are more comprehensive than that of a faculty member teaching a course taking place only on the Boulder campus. As program faculty, 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 items 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.”

The Global Intensive Faculty Handbook and the Global Intensive Faculty workshop are designed to help you understand and perform your responsibilities as a Global Intensive faculty.

Summary of Global Intensive Faculty Responsibilities:

You 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 you in consultation with various EA staff 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 CU Education Abroad, develop a budget for the program and determine a program fee
- Attend Global Intensive Faculty Workshops
- **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) on campus with the program manager
- Update daily itinerary and submit final version pre departure
- Attend pre departure meeting with program manager
- Complete pre departure items online on your Global Intensive Faculty Checklist

During the program

In addition to teaching the course:

- Provide on-site orientation in conjunction with local provider
- 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 Education Abroad
- Manage health and safety emergencies
- Manage behavior problems
- Manage program funds and keep receipts, if applicable
- Be the legal representative of the university

After the program

- Submit receipts to the EA Finance Manager, if applicable
- Submit Global Intensive faculty's report
- Review key points of the faculty report with the program manager; discuss problem areas and work on finding solutions; make suggestions for improvements to the program
- Complete post program items online on your Global Intensive Faculty 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 time abroad. 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.