

Proposing a Faculty-Led Global Seminar

Education Abroad (EA) at CU Boulder welcomes your interest in developing a faculty-led global seminar 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 support schools/colleges, departments, and faculty to propose new education abroad programs for students.

Definition of a Faculty-Led Global Seminar

A Faculty-Led Global Seminar:

- is taught outside of the United States
- lasts between 10 days and several weeks during summer or winter break
- involves a CU Boulder faculty member as instructor to a group of CU students (typically 8-15)
- offers a CU Boulder credit-bearing course or courses which fulfills a CU degree or major requirement
- is sponsored and supported by CU Boulder

Steps to propose a new Faculty-Led Global Seminar

- 1) Meet with your departmental chair or dean to obtain approval for your seminar concept. (If approved, the seminar will be a university program sponsored by that department, school, or college.)
- 2) Set up a meeting Education Abroad (EA) by contacting Sylvie Burnet-Jones, Associate Director of EA and Director of Global Seminars at Sylvie.Burnet-Jones@Colorado.edu.
- 3) After the meeting, the EA office will open the online proposal application form for you to complete electronically by the appropriate deadline. The proposal application will cover the following topics:
 - a. **Program Quick Facts:** The basics, including program name, location and dates.
 - b. **Global Seminar Overview:** In-depth look at the program, including how the course fits within your academic and in-country expertise, and how you will utilize location-specific on-site resources.
 - c. **Departmental Support & Recruiting Responsibilities:** An overview of how you plan to work with EA, promote the program, and receive support from your academic department.
 - d. **Budget & Program Fee:** An explanation of global seminar budgets and program fees.
 - e. **Global Seminar On-Site Logistics:** Information on daily itinerary, on-site contacts and inclusions (such as housing and excursions) that will help EA in securing a tentative price quote.
 - f. **Additional Required Documentation:** Resume/CV, Course Syllabus, Letter of Support (from Chair or Dean), Tentative Daily Itinerary
- 4) EA will work with you to finalize your proposal and then submit it to the [Education Abroad Committee \(EAC\)](#) for approval. The EAC, comprised of faculty appointed by the Deans of the Colleges and Schools, governs all academic programs abroad offered by the EA office. The course(s) must also be reviewed and approved by the appropriate curriculum committee.

Proposal Submission Deadlines

It generally takes 12-18 months before a global seminar can begin once the proposal has been approved. Budgeting, logistics, risk management, academic, and administrative reviews are each time-consuming steps. The following are the deadlines for submitting faculty-led global seminar proposals:

Deadline for summer programs: March 1 of the preceding year (*reviewed by EAC in March/April*)

Deadline for winter programs: January 1 of the preceding year (*reviewed by EAC in January/February*)

Evaluation Criteria

All proposals are evaluated according to:

- the ways in which the global seminar complements existing [education abroad offerings](#)
- the ways in which the global seminar complements [existing Global Seminars](#)
- the way in which the subject matter of the course is related to your area of academic expertise
- the ways in which local resources related to the course's academic focus are integrated
- your expertise in the country/culture of the global seminar location
- the ways in which the global seminar enables students to interact with the host culture and nationals
- the support of the academic unit on campus sponsoring the global seminar
- the ways in which the global seminar contributes to departmental, school, or college long-term strategic goals
- whether or not the course has been approved by the appropriate curriculum committee
- the benefits the global seminar provides to CU Boulder students, faculty, and staff
- the soundness of the proposal and the likelihood of its long-term success
- the repeatability of the global seminar
- the financial risk to CU Boulder's Education Abroad Office
- the staff support available from the Education Abroad Office
- health and safety risk factors; please refer to CU Boulder's [International Travel and Programs Policy](#) for information on student travel approval based on U.S. State Department [Travel Advisory](#) levels and potential travel suspensions.