SUMMARY OF GLOBAL SEMINAR 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 all Global Seminar Faculty Director workshops, and all information listed in your Global Seminar Director Checklist in TDS. The responsibilities below are carried out by you in consultation with various EA staff and on-site 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 the 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 program budget and fee
- If you need a program assistant, go through the hiring process with EA
- 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 (on topics such as recruitment, health & safety, and accounting)
- Interview and select students
- Create/edit the student handbook materials 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/finalize 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, with a review of emergency plan and card
- 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) as needed
- 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 any Incident Reports, if applicable, and your Director Report, which is very important to submit in a timely fashion as it assists in ensuring program quality and planning for future years)
• Review your Director’s Report with your program manager and the Director of Global Seminars; discuss problem areas and possible 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 students: provide support for their readjustment back home, encourage them to use the interests and skills they gained abroad, hold a program reunion a few months after return
• 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 abroad. You will act as a liaison between students and the appropriate local agencies that 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
• 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 complete

August/September
• Grade final assignments and turn in grades if still outstanding
• Let the EA Registrar know the person in your department who sets up courses in CU-SIS
• Finalize Director Report and submit to EA by August 20
• Meet with EA to review Director Report and plan for next year
• Update marketing materials (info session presentation, photos, website, and brochure)
• Schedule info session with EA outreach coordinator
• Conduct class visits, send emails to students and colleagues
• New directors: attend director workshop on recruiting and admissions
• Finalize budget information (including dates, detailed list of visits and services) by September 1 so EA 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

October
• Make all housing and other reservation for next year (if you handle this task for your program)
• Work on budget with EA (if possible, set program fee before your info session)
• Hold info session
• Continue class visits throughout the month; send emails to students and colleagues
• Submit any grades 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 EA for the interview, job offer and contract
• Start reviewing student applications online and interviewing applicants

November/December
• Set program fee and budget by November 15 at the latest
• Continue recruiting students through class visits, and emails to students and colleagues
• Continue reviewing applications online, interviewing applicants, and accepting students

January
• Continue recruitment efforts if necessary
• Continue reviewing applications, interviewing applicants, and accepting students if necessary
• Set orientation date(s) with your program manager
• Create/update student handbook materials with your program manager
• Meet with program assistant to go over duties if applicable
• When program is confirmed:
  o Complete a Travel Authorization form and buy plane ticket once given the OK from the EA finance team within 2 weeks of program confirmation
  o Prepare for orientation

February
• Follow up on reservations as necessary
• New directors: attend director workshop on health and safety
• Prepare for orientation

March
• Finalize logistical arrangements with on-site provider (including daily schedule)
• New directors: attend director workshop on accounting and pre-departure processes
• Run pre-departure orientation with your program manager

April/Early May
• Attend annual All-Director Workshop
• 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
• Review important pre-departure materials supplied by 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 all handbook materials and relevant CU policies)