CSU Faculty-Led Programs Support

Below describes the levels of support and ways that the Office of International Programs – Education Abroad unit can assist CSU departments with faculty-led program development (for credit or not for credit).

Health, Safety and Orientation Support

- Collaborate on development of new programs with regards to identifying in-country support and providing feedback on logistical planning
- Develop and maintain protocols to reduce risks
- Maintain emergency protocols and support resources/training for faculty/staff
- Coordinate emergency assistance while program members are abroad
- Ensure compliance with CSU Risk Management and International Travel policies
- Track current events daily to advise on potential health and safety concerns
- Provide student health insurance for all CSU sponsored programs
- Provide uniform questionnaires for overseas site visits and program evaluations
- Co-lead pre-departure and re-entry orientations with faculty director
- Distribute and compile program evaluations
- Assist with learning outcomes development and assessment
- Prepare and distribute country/program-specific information regarding visas and travel
- Stay abreast of best practices in the field of international education

Application and Promotional Support

- Maintain website and online application system
- Assist in student recruitment in the following ways:
  - Organize and promote bi-annual Study Abroad Fairs
  - Co-lead informational sessions to advise on logistical and application questions
  - Create and update printed flyers and website information
  - Maintain alumni database for promotional purposes
- Assist in student advising through email, walk-in advising, and appointments
- Collect, pre-screen, and share applications with faculty directors
- Prepare online application materials, including program-specific documents
- Administer scholarships applications and awarding process

Course Creation and DCE Registration Support

Not optional for credit-bearing programs

- Establish courses with DCE, as applicable
- Provide letters of support and related documentation for UCC review
- Prepare, collect, and submit DCE Course Registration forms
- Assist students with SA 482 registration to maintain active registration
- Track and submit transcripts to Student Financial Services for evaluation
- Send academic transcripts to partner institutions for non-CSU students
| Fiscal and Contractual Support | Research and investigate potential program/service providers  
|                             | Negotiate contracts in accordance with State of Colorado fiscal regulations  
|                             | Process formal CSU agreements with foreign institutions and service providers  
|                             | Liaise with international counterparts  
|                             | Liaise with the CSU Procurement (PCS) and General Counsel (OGC) offices  
|                             | Prepare program budgets to satisfy Business and Financial Services requirements  
|                             | Receive invoices and make all program payments to host institutions/vendors  
|                             | Create, maintain and reconcile financial accounts for each program  
|                             | Prepare/arrange travel documents, travel advances and international airfare for faculty  
|                             | Process post-trip financial paperwork and reconcile program accounts  
|                             | Certify program costs for financial aid purposes (must be credit bearing programs)  
|                             | Bill/Collect program deposits and fees  
|                             | Educate students on financial expectations and billing processes |