

GLOBAL SEMINARS HANDBOOK

Summer Session 2019

Session 1: July 1, 2019 – August 3, 2019

Session 2: August 5, 2019 – September 7, 2019



Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed through [UC San Diego Global Engagement](#). Global Engagement manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Engagement is responsible for working with the faculty on course and program development and ensuring all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Engagement and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Engagement sends out a call for proposals in April for the following summer.

2019 Global Seminars have already been approved.

April 2019 – Faculty Proposals are due for Summer 2020 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Global Engagement website:

<http://studyabroad.ucsd.edu/faculty/gs-request-for-proposals.html> .

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Curriculum Vitae (CV)

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 15, 2018. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
 - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
 - Enter payroll PPS appointments for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

| | Summer 2019 Global Seminars | Summer 2019 Global Seminars |
|---------------------------|---|---|
| April 2018 | Faculty Proposals Due | |
| May 2018 | Global Seminar Review Committee Reviews/Approves Proposals | |
| June 2018 | DUE Reviews/Approves Global Seminar Proposals | |
| June-Sept 2018 | Study Abroad secures Vendors Departments submit eCourse approvals to Senate | |
| October 2018 | Global Seminar courses submitted to Summer Session for approval Global Engagement begins student recruitment | |
| Oct.-Nov. 2018 | Study Abroad finalizes contracts and budgets | |
| November 2018 | Approval routing of Program Fee Requests. Sign-off required from: VCSA – John Hughes Summer Session – Becky Arce DUE – John Moore CBO – Kim Chi Le | |
| Dec 2018-Jan 2019 | Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees | |
| March 2019 | Global Seminars with low enrollment will be cancelled. | |
| April 2019 | Students enroll in courses Fees are posted to student accounts | Faculty Proposals Due |
| May 2019 | Financial Aid window opens | Global Seminar Review Committee Reviews/Approves Proposals |
| July – August 2019 | Global Seminars are held during Session 1 and Session 2 | DUE Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2019 Global Seminars |

- Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar.
- Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment.
- Both the tuition and program fees will be assessed together onto student accounts.

Student Payments

Deposits

Students may be required to submit a \$250 non-refundable deposit payment prior to enrollment. Global Engagement must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Engagement.

(For the deposit header, **do not** enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the \$500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

Student Enrollment and Payment

1. Student applies to Global Seminar program.
2. Student is accepted.
3. Student pays the deposit to Global Engagement.
4. Global Engagement updates the student records by creating deposit headers.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
8. Summer Session communicates with Global Engagement prior to program departure if there are open student balances.

For questions about Travel Study or Global Seminars, please contact Kelly O’Sullivan Sommer, Study Abroad Director and Assistant Dean of Global Engagement, at 858-822-6726 or kosullivan@ucsd.edu.